

Executive Assistant

Location: Shanghai

Company:

Our client company is a well-known French bakery chain in Shanghai.

Position Purpose:

The Executive Assistant will play a crucial role in supporting the CEO by coordinating and organizing the management team, ensuring efficient communication, and implementing management systems to improve overall productivity. This role requires a highly organized, motivated individual who can keep the team on track, ensure tasks and projects are completed on time, and handle multiple responsibilities simultaneously. A proactive approach to problem-solving is essential for success in this position.

Goals and Expectations :

- Successfully implement a new planning and coordination system between departments.
- Ensure effective follow-up and management of tasks and projects.
- Train team members to use management tools and adhere to processes.
- Improve the flow of information and communication within the company.
- Support the CEO in administrative tasks to allow a focus on strategic solutions and decision-making.

Job Responsibilities:

- **Coordination and Communication :**
 - Organize and manage the planning, scheduling, and follow-up of management meetings.
 - Prepare agendas, take minutes, and distribute them promptly.
 - Ensure all follow-up actions are completed and track progress.
 - Ensure all departments are informed and aligned with ongoing projects and company objectives.
 - Facilitate systematic management meetings between all departments.
 - Coordinate weekly product meetings and manage the flow of information regarding product development.

- **Project Management :**
 - Monitor and follow up on project deadlines, ensuring timely completion and effective communication of project status.
 - Implement and manage Feishu and other project management tools to track and report on project progress.
 - Support department heads with presentations and reports, including translation as needed.
 - Coordinate the creation of the company playbook, working with an external agency and internal departments to gather knowledge and complete the playbook accurately.

- **Product Coordination :**

- Coordinate weekly product meetings with all relevant departments.
 - Ensure timely follow-up on product-related tasks and deadlines.
 - Facilitate communication between departments (Marketing, Production, Product, Operation, Purchasing, Food Safety) to ensure product initiatives are on track.
 - Monitor the progress of product development and address any delays or issues.
 - Provide solutions to improve timeliness and efficiency in product-related projects.
- **Administrative Support :**
 - Support the CEO in all aspects of administrative work, particularly in organizing product management tasks and management meetings.
 - Independently manage follow-up tasks and ensure the team is aligned with the company's goals and directions.
 - Translate documents, reports, and presentations as needed, and facilitate communication between English and Chinese-speaking staff.
 - Train the team on the use of Feishu and ensure proper usage of the agenda.
 - Review meeting minutes from the previous week before meetings.
 - Be present in partner meetings and provide translation.
- **Training and Development:**
 - Train team members on the use of the company's management systems and ensure adherence to processes.
 - Provide continuous support and guidance to staff to improve their reporting and presentation skills.

Requirements:

- **Experience:**
 - Prior experience in a coordination or project management role is preferred but not mandatory.
 - Experience in the food and beverage industry is advantageous but not essential.
- **Skills:**
 - Exceptional organizational and multitasking abilities.
 - Proficiency in using project management tools such as Feishu.
 - Strong communication skills in both English and Chinese, with the ability to translate accurately and convey messages effectively.
 - Ability to motivate and train team members.
- **Personal Qualities:**
 - Highly motivated and capable of motivating others.
 - Detail-oriented with a strong focus on accuracy and efficiency.
 - Strong problem-solving skills and the ability to propose and implement solutions.
 - Ability to work independently and manage multiple tasks simultaneously.

Please send your resume to: sh-recruitment@ccifc.org