

Executive Assistant

Location: Shenzhen

Sector: Energy

Starting date: ASAP

Report to: Director

Job Reference : CDS-2023-034

ABOUT THE COMPANY

Our client is a large energy group operating globally, actively involved in China's energy transition through low carbon electricity generation as well as innovative energy services and solutions for local customers through direct heating and cooling services. It has developed multiple energy projects in China and diversifies its activities into the fields of hydrogen, storage, digital, power-brokerage, smart grids and e-mobility.

RESPONSIBILITIES

- Assist the Director & Executive team in logistics, administrative issue, translation, mailing:
 - Manage the Director and deputy Directors' agendas
 - Support Executive team in organizing meetings, seminars, learning expeditions, domestic and internal missions, and other collective activities
 - Interface with ACF team for all to day-to-day activities relating to the Director and Deputy Director
 - Booking hotels and transport tickets
 - Purchasing application (admin, forum, etc.)
 - All logistics (presence, admin, account notification, etc.)
 - Administrative matters (SAP, company rules, etc.)
 - Arrange administrative matters for the Director and deputy Director, including the translation of documents,
 - Typewriting documents, and draft fax for Chinese partners, gather information.
- Management support on documentation, database
 - Management Calendar
 - ED meeting and weekly reports
 - Drafting BU management documents (organization chart, task assignment, etc.)
 - « Work Orders » management support (meeting, agenda, support document etc.)
 - Database (EXCEL, Teams, Wik'Ing...) management, filing.
- Help to liaise with China teams and other units within group
 - Arrange logistics when they have mission in China with support of ACF team
 - Draft invitation letters to Chinese delegation and other entities of the group
- To support the implementation of Management System (MS) and compliance

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- Support MP4 strategic and operational pilots during internal and external audits + review of the process (preparation of the materials + meetings)
- Support the management of the risks (management of risk sheets and mapping)
- Support the implementation of ECH Export Control process
- Support the implementation of compliance (IC, ethic...)

REQUIREMENTS

- University Degree in Languages or related field
- Excellent of English; good level in French is a “plus”
- Good computer and secretarial skills
- At least 3 years of relevant working experience in international enterprises in China
- Good communication
- Good analytics capability
- Effective time management
- Work initiatives
- Archiving and knowledge management skills

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject :

Your name | Executive Assistant - Shenzhen [CDS-2023-034]

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