

Executive Assistant 高管助理

Location: Guangzhou

Sector: e-commerce / Luxurious products

Starting date: ASAP

Job Reference: CDS-2024-011

ABOUT THE COMPANY

Our client is one of the largest e-commerce sites in China. They are committed to providing high-quality, in-trend products with good value to customers.

RESPONSIBILITIES

1. 根据高管的个人水平、常用场景、时间等，制定英语授课及教练计划并实施；
Develop and implement an English teaching and coaching plan based on the executive's personal level, common scenarios, and time availability.
2. 与高管进行专项英语练习，帮助高管提升英语水平；
Conduct targeted English practice sessions with the executive to help him improve his English proficiency.
3. 协助高管进行英语相关的工作，参与或主持英语为语言主导的会议、英文资料的处理、外籍工作伙伴的接待与沟通等；
Assist the executive with English-related tasks, including participating in or leading English-dominant meetings, handling English documents, and hosting and communicating with foreign colleagues.
4. 陪同商务差旅，做现场会议翻译及相关文书处理。
Accompany on business trips, providing on-site interpretation and handling related documentation.

REQUIREMENTS

1. 全日制本科及以上学历；
Bachelor's degree or above.
 2. 十年以上相关工作经验（英语教学、会议翻译、商务经验）；
10 years + related working experience (in English teaching, conference interpretation, business development).
 3. 良好的中英文听说读写能力，如熟悉法语更佳（英语/法语母语者优先）；
Good listening, speaking, reading, and writing skills in both Chinese and English, familiarity in French would be a plus (English/French native speaker preferred).
 4. 外籍候选人需要了解中国文化习俗，有在中国企业工作的经历；
Foreign candidates with a good understanding of Chinese culture and customs and working experience in Chinese companies would be preferred.
 5. 思维活跃，具备国际视野；
- With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

Active thinking and international perspective.

6. 学习能力强、执行力强、抗压能力强、自我激励。

Quick learner, self-motivated, strong resistance to compression.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject : Your name | Job title - location [Job reference]

Ex. Your name | Executive Assistant - Guangzhou [CDS-2024-011]

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org