

高管秘书

Location: Beijing

Starting date: ASAP

About the Company:

Our client is an energy sector company headquartered in Singapore. Its business covers the energy sector including oil trading, natural gas trading, transportation, shipping, etc., as well as investment consulting and so on. The positions opened for its company in Beijing are as follows.

我们的客户是一家总部位于新加坡的能源领域公司。其业务涵盖能源领域包含原油，天然气的贸易，运输，船运等方面，以及投资咨询领域等等。现为其坐落于北京的公司招聘职位如下。

Mission:

- 管理高管日历，进行日程安排，出差行程安排等
Support on the daily calendar of top management team and travel management
- 日常会议预定，文件准备，会议服务，会议纪要整理、会议后的跟进等工作
Support on the daily meeting, including booking, documentary preparation, minutes, follow-up after the meeting etc.
- 协助高管日常跨部门的沟通和协调
Provide general coordination and cross-department communication on a daily basis
- 文档管理: 日常文件签字，归档管理，文件翻译等
Document translation when needed and file management
- 日常办公室行政事务类工作
Daily support on the administrative matters in the office
- 其它安排的工作
Other assigned tasks

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Requirements:

- 本科学历，专业不限，有海外学习背景者优先
Bachelor degree, oversea learning background will be preferred.
- 2 年及以上高管秘书经验
More than 2 years' Secretary experience will be needed with the same role
- 熟悉日常办公软件的使用，包括 Word, Excel 和 PowerPoint
Familiar with Word, Excel and PowerPoint
- 具有优秀的英文听说读写能力
Fluent in both written and spoken English
- 积极主动，责任心强，工作耐心细致
Proactive, responsible and pay attention to the details
- 具有良好的合作精神，沟通能力和服务意识
Service oriented with good communication and team spirit

APPLICATION :

Please send your resume to: bj-hr@ccifc.org

有意者请将简历投递至邮箱: bj-hr@ccifc.org

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