

Détail de l'offre : 0000

Partenaire *******

Chambre de Commerce et d'Industrie Française en Chine (CCI FRANCE CHINE)

Adresse Suites 201-222, 2F, Building 81, No 4 Gongti North Road Chaoyang District, Beijing

2/F Mayfair Tower, 83 Fu min Road, Shanghai

Room 802, 8/F Leatop Plaza, 32 Zhujiang Dong Road, Zhujiang New Town, Guangzhou / Room 318, 3/F Chinese Overseas Scholars Venture Building, Shenzhen Hi-tech Industry

Park, Shenzhen

Ville Pékin Shanghai Canton Shenzhen

Référence 23D1673834648

Titre NANA

Support on the daily calendar of top management team and travel management

Support on the daily meeting, including booking, documentary preparation, minutes,

follow-up after the meeting etc.

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Provide general coordination and cross-department communication on a daily basis

Document translation when needed and file management

Daily support on the administrative matters in the office

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Other assigned tasks

Type de contrat Emploi

Description de la société 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.

Localisation Beijing

Pays Chine

Bachelor degree, oversea learning background will be preferred.

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More than 2 years' Secretary experience will be needed with the same role

•ППППППППППППППWord Excel ПPowerPoint

Familiar with Word, Excel and PowerPoint

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Fluent in both written and spoken English

Proactive, responsible and pay attention to the details

Service oriented with good communication and team spirit

Expérience Débutant (-3 ans)