

Détail de l'offre : Team Assistant (Intern)

Partenaire	DE Job Market
Adresse	Landmark Tower II Unit 0830 8, North Dongsanhuan Road Chaoyang District Beijing 100004 P.R. China
Ville	Beijing
Référence	20D1608279134
Titre	Team Assistant (Intern)
Description du poste	<p>Our Offer</p> <p>Working in a young, creative and multinational team Working experience in a dynamic agency environment Diverse tasks in an agency serving international clients, mainly in the automotive field</p> <p>Your Tasks</p> <p>Support the administration and event department. Plan and manage complex travel arrangements and itineraries for the team Keep in close contact with suppliers such as travel agencies or printers Make appointments with partners and suppliers Prepare event and administration related documents and required materials such as rooming lists and flight overviews Ad-hoc project work (including on-site) dependent on the team's needs Maintain contacts and distribution lists Communicate effectively with all team members</p>
Type de contrat	Emploi
Société	OSK Public Relations Consulting
Description de la société	<p>Oliver Schrott Kommunikation is one of the leading owner-managed German public relations agencies, with offices in Cologne, Stuttgart, New York and Beijing.</p> <p>Our teams work for internationally-renowned brands, creating content-driven communication concepts, PR strategies and benchmark events all over the world. By always looking out for what is relevant for both - the client and its public - we have successfully established long-standing client relationships with some of the most respected brands worldwide, such as Daimler AG, Siemens, Bosch, Tetra Pak and HARMAN.</p> <p>OSK Public Relations Consulting Beijing</p> <p>OSK looks back on over 10 years of successful projects in China. At the end of 2009 the first permanent office in Beijing was established to optimize service for clients in China and Asia. A multi-national team combines the best of both worlds and thus understands to offer its clients ideas, concepts and uniquely-passionate approaches in a rapidly changing, yet always fascinating market.</p>
Localisation	Beijing
Pays	Chine
Profil recherché	<p>Chinese native speaker with good proficiency in English, German is a plus</p> <p>Strong team player with interpersonal and intercultural competences</p> <p>Professional appearance and excellent telephone manners</p> <p>Highly organized and punctual with attention to details</p> <p>Ability to prioritize main duties, multi-tasking abilities</p> <p>Problem solving attitude</p> <p>Flexibility in work times</p> <p>Negotiation competences</p> <p>Computer skills, especially Microsoft Office</p> <p>Able to work without close supervision</p> <p>Proactive with ability to think ahead</p> <p>Self-motivated, creative and initiative</p>

Expérience Débutant (-3 ans)
Langues Chinois (mandarin)