


Détail de l'offre : General Assistant

Partenaire	 Horizon Consulting
Ville	Shanghai
Référence	21D1634890471
Titre	General Assistant
Description du poste	<p>Key accountabilities:</p> <ul style="list-style-type: none"> * Provide secretarial administrative. * Provide personal assistant to handle phones calls, messages, incoming and outgoing mail, expense claim etc. * Undertake general office management (e.g. filling/record collation mailing, ordering suppliers, telephone, receiving/welcoming visitors, office orientation for visitor, Coffee/tea preparation, etc..) * Manage meeting preparations. * Prepare, translate, type, edit and copy document including strategy documents, weekly meeting documents, presentation slides communication letters, speech, report, meeting material etc. * Support staff's personnel in visa application here in China, in relevant administration. * Be the senior coordinator/administrator at major company events & exhibition conference. Manage and optimize databases including project list, client list and catalogue. * Be responsible for ensure the smooth day-to-day running of the office operations including security office maintenance property management. * Act as contact point for supplier: travel agent, office management, conferencing, hotels, apartment agent. * Support personnel, especially site representative, in general utility tasks such as internet & telephone subscription, Apartment lease search, Bank subscription, bill payment on line, etc.... * Any other tasks, duties or assignments given or ordered by managers.
Type de contrat	Emploi
Société	GTT China
Description de la société	As a leading engineering company in containment systems for the shipping and storage in cryogenic conditions of LNG (liquefied natural gas), GTT offers engineering, consultancy, training, maintenance support and technical design services.
Localisation	Shanghai
Pays	Chine
Profil recherché	<p>Key competencies requirement:</p> <ul style="list-style-type: none"> • Excellent in both oral and written English and mandarin. Very good French speaking and writing skills. • Be proficient in Windows MS office, especially word, Excel and PowerPoint • Strong organization and coordination skills • Excellent interpersonal and communication skill • Flexible and adaptable with strong ability to interact and work with people at all levels • Strong sense of responsibilities • Proactive, energetic, and meticulous • Strong multitasking ability, detail oriented, time prioritization, ability to work independently and effectively can work under sometime stressful conditions • Self-confidence and professional attitude • Process awareness <p>Working experience requirement:</p> <ul style="list-style-type: none"> • Minimum 10 years related working experience as secretary. Experience in marine industry company and/or Oil & Gas/Energy company is a plus. <p>Please send your CV to Olivia KANG or by Wechat:18765243310</p>
Expérience	Confirmé (+ de 10 ans)
Langues	Français