


Détail de l'offre : Executive Assistant

Partenaire	 EDF China
Adresse	Pékin
Ville	Pékin
Référence	22D1641345626
Titre	Executive Assistant
Description du poste	<p>Responsibilities:</p> <p>For EVP assistant:</p> <ol style="list-style-type: none"> 1. Manage EVP's appointments, schedules and make travel arrangements; 2. Handle confidential information and maintain the security of EVP's records and files; 3. Deal with emergency issues independently or takes initiative measures while EVP is out; 4. Perform the tasks according to the Company's management processes with independent judgment and discretion; 5. Prepare the documents and presentation materials; screen and respond to incoming correspondence-mails and phone calls; draft the letters and the official information releases upon the requests of EVP; 6. Arrange and attend the internal/external meetings; take and distribute the meeting minutes; 7. Support EVP to coordinate and to set up the meeting and/or the projects piloted by EVP; 8. Communicate widely across EDF China and coordinates broader operational initiatives upon the requests of EVP; 9. Achieve documentation for EVP; 10. Organize the visits of delegations on EDF China management level across the relevant departments upon the requests of EVP; 11. Facilitate internally for documentation signature needed by EVP in line with the company policy and processes. <p>For IPD Assistant:</p> <ol style="list-style-type: none"> 1. Update IPD website as the administrator; 2. Support IPD Director to manage his agenda and documents archive; 3. Logistic support to all business travels in and related to IPD; 4. Draft IPD weekly report, activities schedule file; 5. Other tasks may be assigned by IPD Director.
Type de contrat	Emploi
Métier	Administration / juridique
	Autres / Divers
	Direction (générale, business unit) / Stratégie
Localisation	<input type="checkbox"/> Pékin
Pays	Chine
Profil recherché	<p>Requirements:</p> <ul style="list-style-type: none"> • Bachelor or above in related field; • At least 3 years relevant work experience in a similar position, 5 years preferred; • Self-motivated and committed; • Able to manage multiple tasks at the same time; • Good computer knowledge on MS office software; • Good interpersonal and communication skills and good capacity for organizing & coordinating; • Fluent in English or in French, preferred if both; • Able to translate from English/French to Chinese, from Chinese to English/French, for simple and short documentation; • Excellent health condition.
Expérience	Expérimenté (3-10 ans)
Secteur	Énergie - Extraction
Langues	Anglais