


Détail de l'offre : ESNBU Assistant

Partenaire	 EDF China
Adresse	Pékin
Ville	Pékin
Référence	22D1655264152
Titre	ESNBU Assistant
Description du poste	<p>Main Responsibility</p> <ul style="list-style-type: none"> * Provide secretarial and administrative support for EDF China Energy Service & New Business Unit (ESNBU) * Support the Director of ESNBU in his duties (translation, schedule, appointments, logistics, claims) * Review and monitor requests (purchasing, payment, personal seal,...) from subsidiaries for approval by Director of ESNBU * Check and reconcile payment requests from subsidiaries for approval by ESNBU Director * Communicate & coordinate events (meetings, signing ceremonies, visit programs, seminars, annual party ...) * Manage EDF ESNBU Administrative issues in coordination with other EDF China departments (finance, legal, HR,...) * Manage the department members' travel arrangements, bookings and reimbursements * Arrange weekly internal meetings and support meeting minutes taking. * In charge of purchasing process for equipment and services for ESNBU department, * Prepare documents and presentation materials. * Organize visit of delegations in China or in Europe. * Facilitate smooth internal communications between EDF ESNBU China and EDF Group. * Manage the circulation and the transmission of documents to be signed or validated.
Type de contrat	Emploi
Métier	Administration / juridique
	Autres / Divers
Localisation	Pékin
Pays	Chine
Profil recherché	<p>Requirements:</p> <p>Basic requirements: (Education/Qualification/Language/Computer etc.)</p> <ul style="list-style-type: none"> College degree in related field Self-motivated and a good organizer Good computer knowledge on Office software Good English, French will be appreciated, native Chinese Able to translate from English to Chinese, from Chinese to English for simple and short documentation Excellent health condition <p>Professional experience and skills / Technical Knowledge</p> <ul style="list-style-type: none"> At least 2 years relevant work experience in a similar position Good interpersonal and communication skills; <p>Capabilities required</p> <ul style="list-style-type: none"> Able to manage multiple tasks at the same time;
Expérience	Débutant (-3 ans)
Secteur	Énergie - Extraction
Langues	Anglais