

Marketing Communication Assistant

Location: Beijing

Starting date: ASAP

About the Company:

Our client is an international architecture firm, who invents creative and durable solutions for resilient city planning, low carbon architecture and ecological design using digital tools. Our client offers a wide range of skills covering various project needs, and it has been developing its core activity around stations and interchange hubs for more than 20 years.

我们的客户是一家国际性建筑公司，使用数字化工具为弹性城市规划、低碳建筑和生态设计发明创造性和持久的解决方案。我们的客户提供广泛的技能，涵盖各种项目需求，并且20多年来一直在围绕交通枢纽发展其核心活动。

Mission:

- 完善更新公司对外媒体宣传，包括但不限于公司官网、微信公众号、公司视频号等。
Improve and update the company's external media publicity, including but not limited to the company's official website, Wechat official account, company video account, etc.
- 编撰或完善公司宣传资料，包括 PPT、书籍、宣传册、展板等。
Edit or improve company publicity materials, including PPT, books, brochures, display boards, etc.
- 每年参加或组织高水平论坛（或类似活动）。
To take part in /organize the high level conferences (or similar activities) every year.
- 与国内各大建筑高校及行业协会建立联系，定期举办专业学术交流活动。
Establish contact with major architecture colleges and trade associations in China, and hold professional academic exchange activities regularly.
- 定期在报刊杂志及各平台进行集团广告、专栏项目介绍或新闻投放。
Regular group advertising, column project introduction or news release in newspapers, magazines and various platforms.
- 进行国内及国际奖项申报工作。
Apply for domestic and international awards.
- 保持并加强与巴黎总部企宣团队的交流合作。
To keep and strengthen the cooperation with Paris team.
- 与其他部门很好地协作，并完成上级领导临时安排的其他事情
Cooperate well with other department, and finish work arranged by leadership.

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Requirements:

- 本科及以上学历，企业传播、传媒或建筑及相关专业。
Bachelor degree or above, major in corporate communication, media or architecture or related.
- 流利的法语沟通能力。
Fluent French communication skills.
- 3 年及以上相关工作经验。
3 years or above relevant working experience.
- 能承担较大的工作压力，自主完成工作，沟通协调能力强。
Able to work under great pressure, complete work independently, strong communication.

Application:

Please send your resume to: **bj-hr@ccifc.org**

有意者请将简历投递至邮箱: **bj-hr@ccifc.org**

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