

总经办助理

GMO Assistant

Location: Shenzhen

Sector: Marketing, Communication, PR

Starting date: ASAP

Job Reference: CDS-2024-005

ABOUT THE COMPANY

Established in the 1960s, our client pioneered the street furniture concept and is today leading worldwide outdoor advertising company. Our client entered China market in 2005. The Company's businesses now span in 12 cities across China, including Hong Kong and Macau, focusing on metro, bus, airport media and street furniture, providing a comprehensive and diverse range of advertising media products and services to help customers reach over 171 million China urban population each day.

RESPONSIBILITIES

1. 负责总经办的日常行政工作，包括收发总经办信件，会议准备及会议记录，定期进行业主方及市场相关的信息收集，处理总经理差旅安排及其日常费用报销，协助完成文件中英翻译。

Be in charge of daily administration work in GMO including receiving and sending documentations, booking stationery, preparing meeting, completing meeting minutes, preparing for important events reception, collecting information related to landlord and market, applying for reimbursement of the company car, integrating the attendance of driver, dealing with business trip arrangement of GM and his reimbursement and assisting to fulfill some Chinese-English translation work.

2. 负责公司办公用品采购，接待来访客户的各项事宜安排。

In charge of office stationary purchase and reception of visitors.

3. 完成与其他部门的工作对接，接收并发放所有涉及总经理签字盖章的文件，包括合同，销售报价单，用章申请文件等，确保签字用章流程的执行，记录。

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Accomplish communication with other departments, receive and send out all relevant documentations that involve GM's signature and company chop, including contract, sales quotation, and company chop application etc. to assure the signature and company chop procedure is implemented and recorded.

4. 负责总经办的文件归档，储存。

Be in charge of classing and storing GMO documentations.

5. 完成总经理以及总经理助理安排的其他工作。

Fulfill other ad-hoc tasks assigned by GM and GM Assistant.

REQUIREMENTS

1. 本科，大学六级英语水平及以上，优先专四专八水平。

Bachelor Degree, CET-6 and above level, preferable TEM-4/8.

2. 有独立自主的工作思考能力及解决问题能力，良好的语言组织能力，擅于沟通。

Independent work thinking ability and problem-solving ability. Good organization ability of language. Good at communication.

3. 细心，耐心，较强任务执行力及工作责任感，有团队协作意识，

Careful, patient, strong implementation ability to missions and sense of responsibility, teamwork consciousness.

4. 服从上级工作安排

Abide by the work arrangement of superior.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject :

Your name | GMO Assistant - Shenzhen [CDS-2024-005]

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