

Executive Assistant (Logistics/Shipping)

Location: Guangzhou

Sector: Logistics

Starting date: ASAP

Job Reference: CDS2025081

ABOUT THE COMPANY

Our client is a dynamic multinational company specializing in supply chain solutions, with dual operational hubs in key Asian markets. Dedicated to providing streamlined and dependable services, the organization adapts its offerings to meet the evolving demands of an international customer base. As a forward-thinking industry player, the company places a strong emphasis on client satisfaction, constantly optimizing its operations to drive seamless experiences and foster long-term partnerships worldwide.

MISSION

The role provides structured, reliable, and proactive support to the CEO, enabling effective decision-making and time management. The role requires autonomy, discretion, and strong coordination skills to ensure smooth interaction between the CEO and internal departments, as well as external partners

RESPONSIBILITIES

- Act as the primary administrative and organizational support to the CEO, managing priorities with minimal supervision.
- Manage and optimize the CEO's calendar, prepare agendas, schedule meetings, and anticipate deadlines and follow-ups.
- Organize domestic and international travel, including flights, accommodation, and itineraries, with attention to efficiency and cost.
- Prepare meeting materials, presentations, and summaries; track action items and follow up with relevant stakeholders.
- Coordinate closely with internal departments to support cross-functional communication and execution of CEO directives.
- Handle confidential, sensitive, and business-critical information with professionalism and discretion.
- Support special assignments and coordination initiatives that require judgment, structure, and independent execution.

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REQUIREMENTS

- Diploma or above in Business Administration, Management, or a related field.
- **Previous experience in logistics or shipping** is a strong advantage.
- 2–5 years of experience as an Executive Assistant, Administrative Executive, or similar role supporting senior management.
- Strong organizational, planning, and prioritization skills; able to work independently.
- Excellent communication skills in both Chinese and English; French is preferred.
- Cantonese proficiency is an advantage.
- Proven ability to coordinate across departments and interact confidently with senior stakeholders.
- High level of professionalism, discretion, and reliability.

APPLICATION

Please send your resume and your motivation letter to: sc-recruitment@ccifc.org

Mail subject: Your name | Job title - location [Job reference]

Ex. Your name | Executive Assistant - Guangzhou [CDS2025081]

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