

Executive Assistant (Automobile)

Location: Foshan

Sector: Automobile; Manufacturing;

Starting date: ASAP

Job Reference: CDS2026014

ABOUT THE COMPANY

With a strong presence in China, our client is a global leader in automotive technology, specializing in the design, production, and sale of innovative systems that support the transition toward smarter, safer, and more sustainable mobility.

MISSION

They are looking for a skilled executive assistant to support the Director in executing strategic and operational priorities, coordinating cross-functional activities, and managing schedules and meetings. Ensure smooth communication and provide efficient administrative support to enhance overall effectiveness.

RESPONSIBILITIES

- Support the Director in strategic planning, annual objectives, and preparation of reports and official documents
- Coordinate daily operations and facilitate collaboration across departments
- Execute and follow up on assigned tasks and key initiatives
- Manage the Director's schedule, meetings, and priorities
- Organize meetings and track action items and outcomes
- Collect, analyze, and maintain relevant business information
- Provide comprehensive administrative support as required

REQUIREMENTS

- Bachelor's degree or above (Business or Management preferred)
- 1–5 years of Executive Assistant experience, ideally in the **automotive industry**
- Strong **English proficiency** (spoken and written), French is a plus
- Excellent writing and presentation skills; proficient in MS Office (especially PowerPoint)
- Strong organizational and coordination skills
- Team-oriented, proactive, and detail-driven
- Strong communication skills, ability to work under pressure, and quick learner

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

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 – Foshan [CDS2026014]



With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org