

GM Assistant

Location: Beijing

Sector: Aviation

Starting date: ASAP

ABOUT THE COMPANY

Our client is a full round of cooperation from technical research to product development and production on civil turboprop engine power turbine and flame tube, providing modules for mother companies Grand Groups manufacturing aircraft engines.

RESPONSABILITIES

This role is required to be responsible for the missions as follows:

- To assist General Manager in managing diary working issue and timetable arrangement;
- To keep, manage and follow-up the documents submitted to General Manager;
- To build the agenda of the team in an Outlook database and to keep it updated;
- To follow the companywide administrative issue for the company ;
- To be in charge of the organization of business trip for the company and the foreign visitors (tickets & hotel book, transportation, etc.);
- To assist the work permit\visa\passport and other paper application;
- To support the meeting logistics and organization: room, facilities, drinks and meals;
- To order and safe-keep the office supplies, office equipment, furniture and facilities in proper stock;
- To receive visitors in a proper manner;
- To take the responsibilities of phone calls and mail receiving/delivery of office;
- To work closely with HR team to support on onboard, and exit process;
- To gather information from various business segments and compile monthly business highlights based on the information collected;
- Other special emergency supports if needed, such as kinds of materials preparation, typing, copying, faxing, etc.;
- Other tasks assigned by General Manager;

REQUIREMENTS

- Bachelor degree or above ,with 1+ year's working experience in multinational companies;
- Fluent English communication (oral and written) is mandatory;
- French is a plus;
- Good level in using Microsoft Office software (Word, Power Point, and Excel, Outlook or equivalent);
- Good capability of reporting, well-organized and communication skills;

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APPLICATION

Please send your resume to: zhao.lys@ccifc.org

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