

Personal Assistant

Company

Our company client is a leading worldwide shipping group present in more than 160 countries.

The position is open in Shanghai office.

Responsibility

This position is responsible for providing general secretarial & administrative support to their CEO.

Mainly including but not limited to,

- Manage and maintain CEO's calendar and notify CEO of changes if any
- Set up meetings as instructed or as required, notifying all necessary parties and accompanying with the reception of important visitors.
- Handle CEO's travel arrangements.
- Facilitate in conference or events organization at country level by well coordinating with various internal departments across regions and countries as required.
- Responsible for maintaining a proper filing system for all documents related to CEO, and keep security of information obtained.
- Draft or prepare minutes, emails, meeting materials, presentations and other documents or reports as required.
- Other ad hoc tasks as required

Requirement

Bachelor degree or above

- At least 5 years working experience as executive secretary or PA, with sound background of VIP reception, meeting or events organization at country level.
- Fluency in English and Mandarin, good French is a plus
- Familiar with office facilities and good command of computer MS software (PPT/Excel)
- Good communication skill and interpersonal skill
- Responsible, independent, service-oriented
- Ability to multitask with a sense of urgency to meet deadlines

Please send your resume to: sh-recruitment@ccifc.org