

Executive Assistant

Responsibilities

For EVP assistant:

- Manage EVP's appointments, schedules and make travel arrangements;
- Handle confidential information and maintain the security of EVP's records and files;
- Deal with emergency issues independently or takes initiative measures while EVP is out;
- Perform the tasks according to the Company's management processes with independent judgment and discretion;
- Prepare the documents and presentation materials; screen and respond to incoming correspondence-mails and phone calls; draft the letters and the official information releases upon the requests of EVP;
- Arrange and attend the internal/external meetings; take and distribute the meeting minutes;
- Support EVP to coordinate and to set up the meeting and/or the projects piloted by EVP;
- Communicate widely across Group China and coordinates broader operational initiatives upon the requests of EVP;
- Achieve documentation for EVP;
- Organize the visits of delegations on Group China management level across the relevant departments upon the requests of EVP;
- Facilitate internally for documentation signature needed by EVP in line with the company policy and processes.

For IPD Assistant:

- Update IPD website as the administrator;
- Support IPD Director to manage his agenda and documents archive;
- Logistic support to all business travels in and related to IPD;
- Draft IPD weekly report, activities schedule file;

Requirements:

- Bachelor or above in related field;
- At least 3 years relevant work experience in a similar position, 5 years preferred;
- Self-motivated and committed;
- Able to manage multiple tasks at the same time;
- Good computer knowledge on MS office software;
- Good interpersonal and communication skills and good capacity for organizing & coordinating;
- Fluent in English or in French, preferred if both;
- Able to translate from English/French to Chinese, from Chinese to English/French, for simple and short documentation;
- Excellent health condition.

Please send your resumes to: **bj-hr@ccifc.org**