

Management & Marketing Assistant

Location: Beijing

Sector: Food & Beverage

Starting date: ASAP

ABOUT THE COMPANY

Our client is one of Beijing's hottest Western restaurant brands. They are an award-winning, fast growing restaurant group looking for motivated, talented people to join their dynamic team. Founded in 2012, it has four successful locations now and is planning to continue expanding. They need someone who can communicate effectively, work well as part of a team and think for themselves.

RESPONSABILITIES

- Participate to the daily life of the office administration tasks: Expenses, Payments and Reports to Management
- Assist management in internal communication with HR, finance, marketing, IT and restaurants
- Assist management in communication with third parties such as suppliers, contractors and building managements
- Conduct online research on a variety of matters such as products, suppliers, F&B related regulations and procedures as specified by management
- Purchasing of products as specified by management
- Assist management in new restaurant opening tasks such as phone/internet provider arrangement and government licensing
- Actively organize and be aware of management's scheduling and rearrange schedules in case of unexpected changes
- Immediately inform management about unexpected changes or developments that influence the operations of the company
- Arrange and facilitate meetings, ensuring all parties can attend and that rooms are available
- Organize office related issues such as purchase of daily necessities, tasks of office cleaner, requests of tenants and electricity purchase
- Translate various documents from English to Chinese and vice versa as required by management
- Support planning and execution of special events such as food festivals

REQUIREMENTS

- College degree or above
- 2 years of experience in a comparable position (Preferred)
- Fluent in English
- Proficient user of MS Office
- Ability to organize a daily workload by priorities
- Proactive approach to problem solving
- Outstanding communication skills

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 to: zhao.fleur@ccifc.org

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