

Contract Assistant

Location: Beijing

Starting date: ASAP

Position:

Assist the supervisor to finish the work:

- Daily work arrangement and support: like trips, meetings, documents, etc.
- Report preparation: weekly report, monthly business review report, other reports needed.
- Projects follow up: specific work arranged by the supervisor on following up projects.
- Other work arranged by the supervisor.

Requirement:

- Bachelor degree or above
- Engineering, major in Thermal power, HVAC, Environmental related will be better
- More than one year's working experience
- Good English both oral and writing, good French is +
- Good office software skills
- Positive, optimistic, strong execution

APPLICATION : Please send your resume to: bj-hr@ccifc.org

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