

## Executive Assistant

**Location: Shanghai**

### Responsibilities

As Executive Assistant to President and Vice President, he/she shall be in charge of:

- Perform secretarial duties and all round support to President & Vice President;
- Assist Chief of Staff on various tasks;
- To assist Management in all executive secretarial duties, which will encompass ordinary secretarial daily works; agenda maintenance, telephone calls handling, faxing, mailing, filing, typing, photocopying, travel and meeting arrangements, business expense claim etc;
- To follow up on Management's working permit and residence permit application;
- To handle logistics for Management including (e.g. management of drivers, Covid testing and quarantine, etc) and generally facilitate Management's daily operation;
- To be responsible for logistics of visitor receiving, including invitation letter preparation for visa purpose, visit schedule, hotel booking, driver pick-up coordination etc;
- To work with the Chief of Staff on various projects and events as may be needed, including e.g. client data, Wechat public account, Management's public speeches etc;
- To schedule internal and external meetings involving Management of the Bank;
- To also liaise with other branches in China, the Asian Region and Head Office for collection, monitoring, consolidation of various weekly, monthly, quarterly or yearly reporting;
- Organization of visits, client events and seminars;
- To process and maintain confidential information, to safeguard the Management's chops;
- Be aware of the main regulations and guidelines by local regulators which are related to his function; and take reasonable steps and actions to contribute to the fraud prevention and AML control;
- Perform other assignments requested by the Management of the Bank.

### Requirements:

- Good command of English and French
- Good at Microsoft (word, excel, powerpoint)
- 8 relevant experiences as an executive assistant to Senior Management
- Good communicator (ability to communicate clearly and easily)
- Team oriented
- Ability to analyse and summarise

- Rigour and sense of organization
- Apprehension of results and priorities
- Autonomy
- Capacity to cooperate/Ability to work across disciplines

Please send your resumes to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)