

Receptionist

Company

Our client is a Business Advisory Group with a well-established presence in China for more than 15 years. Our client is headquartered in Shanghai and has offices in Beijing, Guangzhou, Hong Kong, London and correspondents in Dubai, Italy and in the US. Our client Group employs over 100 professionals between international and Chinese consultants, fluent in English, French, Spanish, Portuguese, Italian and Mandarin. The company is looking for a Receptionist to contribute to the development of the Firm as a support to the head of services and GM

Responsibility

1. Welcome visitors to the company
2. Receive and filter visits and phone calls to transfer to the right person
3. Assist administratively the operational teams of the company
4. Coordination of business vehicles.
5. Ticket reservations, hotel reservations;
6. Various missions collaborating with different departments of the company.
7. Manage business trip

Requirement

1. French specialty at the university
2. Chinese mother tongue
3. Advanced in French in mandatory
4. Must have a good team spirit and know how to handle the pressure
5. Mastery of Word, Excel, PowerPoint office tools

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