



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce
Beijing Career Day, May 12th, 2019

Job Description

Position: Office Administration Assistant

Job Description:

- Reception of visiting customers;
- Handling office administration affairs, such as:
 - Assistance to the Company's business personnel (i.e. receiving and distributing phone calls; scanning, copying, faxing, archiving documents, etc...);
 - Ordering office supplies;
 - Receiving and delivering couriers;
 - Communications with office equipment' suppliers;
 - Office supply refurbishment;
 - Checking the proper functioning of office equipment and inform of any necessity for maintenance or repairing;
 - Archiving contracts and documents stipulated by the company for the proper use of the premises (rent, management services, ICT equipment, cleaning services, utilities, etc...).
- Written and spoken translation support (English-Chinese and Chinese-English).

Job location: Shanghai

Type of job: Full-time

Required experience: 5 years professional experience in a position of same kind (experience with a foreign investment company is preferred)

Starting date: N/A

Salary: N/A

Candidate's Requirements:

- Bachelor's Degree or above in English or Italian or other proof of language examination;
- Excellent written and oral communication skills in both English and Mandarin Chinese;
- Able to use main Office tools (including Word, Excel, Power Point, etc.);
- Overseas education experience is a plus.



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Company
Information

Company Description:

SAPHIRE INTERNATIONAL AVIATION & ATC ENGINEERING CO. LTD.

Is a Chinese registered company, fully owned by an Italian shareholder, active in the Air Traffic Control, Aeronautics and General Aviation sectors