



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: Accounting Assistant

Job Description:

- Handling office administrative affairs, such as:
 - Assistance to the Company's financial manager (i.e. scanning, copying, faxing, archiving documents, etc...);
 - Ordering office supplies;
 - Communications with office equipment' suppliers.
- Handling simple financial matters, such as:
 - Communications with company's service providers on accounting matters;
 - Payments at local banks and authorities;
 - Submission of financial documents to local banks and authorities;
 - Basic knowledge of Chinese GAAP;
 - Support the implementation of the Company's reimbursement policy.

Job location: Beijing

Type of job: Full-time

Required experience: a minimum of 5 years in a position of the same kind

Starting date:

Salary: N/A

Candidate's Requirements:

- Bachelor's Degree or above in tax, accounting, finance or other related disciplines;
- Professional accounting qualification is required;
- 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 and/or working 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