

10.08.2020 -

Executive Assistant to the Chief Representative - Delegation of German Industry and Commerce - Shanghai

Bewerben Sie sich unter:

personnel@sh.china.ahk.de

The Delegations of German Industry and Commerce in Beijing, Guangzhou, Hong Kong, Shanghai and Taiwan represent the Association of German Chambers of Industry and Commerce (DIHK) in Greater China and are part of the global network of German Chambers of Commerce Abroad (AHK). On behalf of the Federal Republic of Germany, they represent the overall economic interests of Germany abroad.

The Delegation of German Industry and Commerce Shanghai works closely together with the German Chamber of Commerce in China Shanghai (GCC) and the German Industry & Commerce Shanghai (GIC) – together, they are the overall platform for Sino-German trade and industry promotion in the Greater Shanghai region and provide support to German enterprises and their local partners. To support the Delegation's tasks and activities in Shanghai we are currently looking for an experienced Executive Assistant to the Chief Representative.

Welche Aufgaben kommen auf Sie zu?

Responsibilities:

Support the Chief Representative with the following tasks, including but not limited to:

- Time-sensitive administrative and organizational tasks, such as daily correspondence, evaluation and processing of all incoming enquiries, calendar management, scheduling of internal and external meetings and conferences, overseeing travel arrangements
- Support Chief Representative with preparation of briefing documents, such as company profiles, the latest market developments or information pertaining to Sino-German business relations
- Support with researching and preparing presentations and speeches
- Assist with the translation of Chinese into German / English or vice versa in meetings or during telephone conferences
- Maintain the comprehensive filing system of all relevant contracts, meeting minutes and other relevant office documents
- Direct communication with headquarters in Germany, government agencies in China and Germany, external partners, customers, political and private institutions in Germany, China and the rest of the world, as well as colleagues in the German Chamber network and related institutions
- Implementation and supervision of certain management initiatives and projects
- Other tasks may be assigned as necessary

Was sollten Sie mitbringen?

Requirements:

- Bachelor's degree with at least 5 years of related experience
- Fluency (written and verbal) in German and English, excellent Mandarin language skills (written and verbal)
- Ability to work in a fast-paced, high-pressure environment with strict deadlines; flexibility in adapting to projects as they arise
- Strong analytical skills and understanding of Sino-German business relations
- MS Office proficiency (Word, PowerPoint, Outlook, Excel ect.), familiarity with CRM systems
- Strong sense of responsibility, reliability, ability to observe confidentiality. A structured work approach and high attention to detail.

Was bieten wir Ihnen?

Please send your cover letter and complete resume in German/English with salary requirements and earliest availability to the following Email address: personnel@sh.china.ahk.de.