

Executive Assistant to China Managing Director

Responsibilities

- Be responsible for complex calendar management, requiring interaction with both internal executives and external clients to coordinate a variety of global and local meetings;
- Participate in various project management as required;
- Maintains a professional relationship with all corporate/business functions
- Coordinating and organizing business meetings with internal and external participants and assist in the preparation of the meeting, taking meeting minutes and following up on open items afterward;
- Following up teams for responses/feedbacks as required by MD;
- Gathering and collating business reports from departments as required;
- Preparing ad hoc report, presentation deck, and other business documents including translation.
- Perform other duties as required by the MANAGING DIRECTOR.

Qualifications

- Min 5 years related working experience; Seasoned professional experiences in EA role is preferred
- Experience in project management/consulting/retail operation is preferred.
- Excellent verbal and written communication skills in English & Mandarin
- Strong organizational and time management skills
- Ability to work independently on projects and administration, applying appropriate administrative expertise and decision-making
- Ability to prioritize and execute multiple assignments in a fast-paced environment while working under tight deadlines.
- Excellent knowledge of Microsoft packages
- Team player with very good interpersonal skills
- Ability to multi-task to delivery result

Location: Shanghai