

Job Detail

Staff Level

Position Title	[Guangzhou] General Manager Assistant
Recruiter Company	Leverages Career China Co., Ltd
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Administrative - Data Entry Administrative - Other
Industry	Food and Beverage Production
Location	Asia China Guangdong
Job Description	<p>[Job summary]</p> <ol style="list-style-type: none"> 1.As a person in charge of general affairs, you will support the processing of daily operations, coordinate with each department, and effectively exchange instructions. 2. Appropriately handles relationships with government agencies and cooperating agencies, and is responsible for accepting leaders of government agencies and other agencies. 3. Organize various office meetings and important events, record, draft, and present meetings, and supervise that meeting decisions are implemented. 4. Responsible for creating internal and external documents for the company, promotional materials, PPT, and other official documents required by general affairs personnel. 5.Adjust the work schedule of general affairs personnel according to importance to ensure smooth progress of work. 6. Perform other duties as assigned by company leadership.
Working Hours	9:00~18:00
Qualifications	<p>【Prerequisite】</p> <ul style="list-style-type: none"> • Native Japanese, Intermediate Chinese level • Those with basic English and Cantonese are welcome. • Must be able to understand business etiquette, be independent, and be able to lead acceptance operations. • Those with communication skills <p>[Welcome conditions]</p> <ul style="list-style-type: none"> • Able to travel on business and have a driver's license preferred (not required)
Japanese Level	Native Level
Chinese Level	Daily Conversation Level
Salary	CNY - Chinese Yuan Renminbi CNY 204K - CNY 252K
Salary Description	<p>【Welfare】</p> <ul style="list-style-type: none"> • Year-end bonus • Goken and Ichikin (social insurance, welfare pension, employment insurance, etc.) •paid holiday • Regular health checkups • Weekend holidays <p>[Salary notes] Salary range 20,000-25,000 (negotiable)</p>