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**AUSTRALIAN TRADE COMMISSION
PERSONAL ASSISTANT / INFORMATION OFFICER– AOPL2**

The Commercial Section of the Australian Embassy Beijing (the Australian Trade Commission) has a vacancy for the position of Personal Assistant / Information Officer.

The duties and selection criteria for the position are attached.

Applications for the position must be in writing in English, and address the selection criteria and outline qualifications and experience. Applicants should emphasise relevant business experience and other information relevant to the position, along with personal details. Note: applications that do not address these qualifications, experience, duties and selection criteria will not be considered.

Applications must be submitted via email to: recruitment.beijing@austrade.gov.au by close of business on 30 July 2010.

Australian Trade Commission (Austrade)

12/F, Development Centre, Linjiang Dadao, Zhujiang New City Guangzhou 510623, Guangdong, China

Telephone: (86-20-2887 0188) | **Facsimile:** (86-20-2887 0201) | www.austrade.gov.au

ABN 11 764 698 227



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JOB DESCRIPTION

- Act as the Personal Assistant to the Senior Trade Commissioner including arranging meetings, liaison with Chinese government agencies and companies. Translation of messages and documents, interpreting and assistance as required.
- As a member of the Administration team, provide administration support to the office as requested by Office Manager, such as managing travel arrangements for team members, maintaining and controlling the consumables in the office, and co-ordinating bookings for conference rooms, driver, etc work.
- Work with the Office Manager to support the marketing staff and the operations of the North China network of offices.
- Perform the functions as an information officer such as basic research and marketing information, update databases and pass on relevant information under the supervision of the Office Manager and the Senior Trade Commissioner.

Selection Criteria

1. Recent work experience in the commercial sector, preferably with multinational companies or foreign governmental organizations.
2. Ability to communicate efficiently and effectively in English by email, telephone and fax. Fluency in written and oral Mandarin Chinese is essential.
3. Experience in using computer software solutions for business activities. Microsoft Office is essential. Experience in using the Internet for information search is also important.
4. Pleasant personality, professional approach to work and ability to deliver excellent customer orientated services.
5. Ability to meet deadlines; work under pressure and work as a member of a team.
6. Strong organizational abilities and self-motivated.

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