

ADMINISTRATIVE ASSISTANT

The Agribusiness, Food and Beverage is growing, our clients continue to require our services and continue to ask us to help them, It is an exciting time to be in the agribusiness industry.

Our company is agribusiness focused with offices in Beijing, Vietnam and United Kingdom. We are the most recognized agribusiness focused consulting firm in China and Asia.

Our company looking for enthusiastic and energetic, curious people that have the high EQ, the Assistant supports the Managing Director and is instrumental in managing matters of a routine or non-routine, and performs all necessary administrative and coordination support tasks at an advanced level.

Our open planned and low density offices are centrally located in San Li Tun, a ten minute walk from a choice of two subway stations in a low rise building, without the use of an elevator with a pleasant and team-oriented office environment.

We are looking for a unique person to join our unique firm!

Job Responsibilities:

- The ideal candidate will provide top-level assistance for the Managing Director.
- Detailed knowledge of department operations and infrastructure, policies and procedures to perform moderately complex administrative processes.
- Schedule and coordinate meetings, diaries and travel arrangements.
- Solicit, collect and organize documentation and data, performing moderately complex data entry into one or more systems.
- Plan, coordinates and confirms agenda for Managing Director.
- Handle clerical, administrative, technical or customer support under minimal supervision.
- Read, understand and execute contracts, draft agreement, updates documents.

Requirements :

- Bachelor's degree or equivalent experience
- English native speaker is a must
- Proficient in Microsoft Office suite
- Well-organized, detail-oriented, ability to multi-task with great follow-up skills
- Strong written and verbal communication skills
- Attention to details, organised, presentable, willing to learn and to grow
- Ability to multitask and prioritise tasks

For more information, you may contact han@aartd.com or 13601033578