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**Company** : WTS China Co., Ltd.

**Position Title** : Admin Assistant

**Location** : Shanghai

### **Job description**

1. Provide secretarial support to professional staff, including:
  - . Organize internal / external meetings, take minutes and keep documents
  - . Coordinate and prepare for events, and communicate with relevant parties
  - . Make travel arrangements, including hotel and transportation, etc.
2. Maintain and purchase of office consumables / equipment / software; keep office clean and ensure supply of food, drink and stationary
3. Maintain and renew company certificates, and keep documentation (client list, asset record, staff record, contracts and legal documents) in good order and ensure security, confidentiality and information retrieval
4. Translate documents when needed
5. Answer phone calls in a professional manner, and help taking phone messages
6. Maintain a safe working environment by properly arranging office layout, checking condition of fire-protection equipment and ensuring proper use of electric appliances
7. Other duties assigned by managers

### **Requirements**

1. College or university graduate
2. At least 1 year of relevant admin experience in an English speaking working environment
3. Fluent in both written and spoken English and mandarin, German is a plus
4. Good communication skill, friendly and cheerful, with appropriate common sense and flexibility
5. Diligent and patient, capable of multi-tasks in an organized manner
6. Self-motivated, well-organized and stress-resistant, with good problem solving skill
7. Proficient skill in computer applications, including Word, Excel and PowerPoint.
8. Able to independently deal with emergency issues in a quick, calm and assertive manner

If you are interested, please e-mail your CV to [hr@wts.cn](mailto:hr@wts.cn)