



# Head Secretary, 80000 грн.

📍 Китай, 🔄 13 мая 2024

Компания: [Javiddo Group LLC](https://jobs.ua/company/id/1636185) (<https://jobs.ua/company/id/1636185>) ([Все вакансии](#))

Рубрики: [Офисный персонал](#), [Руководство](#), [Работа за рубежом](#)

## Пожелания к сотруднику

Образование: не имеет значения  
Опыт работы: не требуется  
График работы: полный рабочий день

## Описание вакансии

### WORK ABROAD IN YIWU CITY (CHINA)

**Javiddo Group LLC** needs responsible Personal Assistant to provide personalized secretarial and administrative support to the director of our International Company. As a highly trusted professional, you will be responsible for managing communications, organizing schedules, and enhancing efficiency. You will work closely with the director on a one-to-one basis on a variety of tasks related to their working life and communication.

#### Language knowledge:

-Chinese  
-English

#### Responsibilities :

- Act as the point of contact between the Director and internal/external personals .
- Screen and manage phone calls and correspondence.
- Handle requests and queries appropriately
- Maintain the director's schedule and schedule meetings and appointments.
- Arrange travel plans.
- Take dictation and minutes.
- Source office supplies
- Produce reports, presentations and briefs
- Devise and maintain office filing system

#### Requirements and skills :

- Proven work experience as a Personal Assistant
- Knowledge of office management systems and procedures
- MS Office and English and Russian proficiency (knowledge of Chinese is preferable)
- Exceptional organizational and time management skills.
- Up-to-date with latest office gadgets and applications
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communication skills
- Discretion and confidentiality
- High School degree and PA diploma or certification would be considered an advantage.
- Ability for international travels.

#### What we can give in return:

- Competitive salary and additional perks (Accommodation and Meals)
- Learning and development opportunities — access to various educational platforms and payment for professional certifications.

## Контактная информация

Телефон: +86(150)0589-2174  
+994-51-777-13-97

Контактное  
лицо: ЭльтуранНабиев

Сайт: <http://www.javiddo.com>

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