



European Chamber
中国欧盟商会

General Manager Assistant

总经理助理

Job Description

职位描述

6-month Internship

1. You will get the opportunity to network with world famous companies and local consulates
你将有机会与世界著名企业和当地领事馆建立联系
2. You will immerse in English working environment to work with colleagues of diverse background
你将沉浸在英语工作环境中，与具有不同背景的同事一起工作
3. You will learn multiple skills through monthly high-level events and daily routine work
你将在高层次活动和日常例行工作中学习和锻炼多种技能
4. A broadened horizon is guaranteed
扩大视野

An enriching internship is calling.
一个丰富自身实习机会正在呼唤。

The following job description is in English as you will be immersed in an international environment:

由于你将沉浸在国际性的工作环境中，因此以下职位描述将以英文列出：

JOB DESCRIPTION:

● **Office**

1. Schedule daily meeting, board meeting, quarterly SC team meeting arrangement, conferences calls; assist on agendas and minutes preparation
2. Arrange business trip: hotel & flight booking
3. Collect name cards
4. Prepare GM's reimbursement document
5. Admin support on Liaise with express companies on chamber publications shipment
6. Complete other tasks assigned by General Manger and Office Manager

● **Membership**

1. Conduct research on and update information of member company as required
2. Update and manage member company's database, provide necessary information for member meeting and event preparation
3. Assist in organizing trainings' events for members
4. Post membership certification to member companies
5. Post bi-monthly Eurobiz magazine
6. Binding group picture and send thank you letter to member companies
7. Collect business cards and update distribution lists

● **Events Management**

1. Upload events on website, create event registration lists and confirm registration information in advance
2. Responsible for registration desk at event venue
3. Responsible for event accounting and send invoice to attendees
4. Collect information for the server update

A monthly stipend of 1,000 CNY (after tax) will be assigned. Interns generally should complete a 6-month internship, after which a reference letter will be provided by the general manager.

● **Address:**

Room 308, 3/F Chinese Overseas Scholars Venture Building, Nanshan District, Shenzhen
广东省深圳市南山区科技园留学生创业大厦 308 室

- **Contact:**

Please send your CV to:

sz.marketing@europeanchamber.com.cn

Our website: <https://www.europeanchamber.com.cn/en/home>

- **Requirements:**

1. On board ASAP, be able to work 5 days per week.
2. Prefer 6 months of internship (at least 4 months)
3. Good command of written and spoken in English
4. Any foreign language is a plus
5. Detail-oriented