



Shanghai Chemical Industry Park

## **GM Assistant**

### **Responsibility**

- Perform executive secretarial functions to assist the General Manager in various business aspects, including confidential matters;
- Gather information from various internal business segments and compile monthly business report based on the information collected;
- Manage contract, including hand over the contract to the related departments, return it to customer, make record, keep the copy and remind sales representative to renew it;
- Be responsible for the purchase order, goods checking and material requisition;
- Participate in the company's management meetings, act as the assistant of GM for the development of the company's strategic development plan.

### **Requirement**

- Bachelor's degree, major in English, Economics or law preferred;
- At least 2 years' experience in foreign investment company, working for foreign General Manager;
- Fluent English and Cantonese;
- Open-minded and independent, can work under pressure.

### **Contact**

Interested party may send us your resume to [fang\\_dai@scipsita.com](mailto:fang_dai@scipsita.com) .