


Partenaire	 GL events (Shanghai)
Adresa	Shanghai
Grad	Shanghai
Référence	24D1728617869
Titre	Executive Assistant
Description du poste	<p>Translation :</p> <ul style="list-style-type: none"> *Be the interpreter in French/Mandarin for the Vice President or other management team members during meetings, events, public relations, Boards of Directors, etc., including interpretation and translation by written. <p>Coordination and Communication :</p> <ul style="list-style-type: none"> *Organize and manage the planning, scheduling, and follow-up of management meetings. *Prepare agendas, take minutes, reports, emails, presentations and distribute them promptly. *Ensure all follow-up actions are completed and track progress. *Facilitate communication in interpreting the right messages and giving input to Mgt. Team. <p>Administrative Support :</p> <ul style="list-style-type: none"> *Manage the agenda, business trips and business expenses of Mgt. Team. *Be present in partner meetings and provide translations. *Responsible for collecting and filing supervisors' documents, and assist to deal with expense reimbursement matters. <p>Complete other tasks assigned by supervisor.</p>
Type de contrat	Emploi
Métier	Administracija / pravo
Description de la société	<p>With more than 40 years' experience, GL events is a major player in the main event markets: congresses and conventions; cultural, sporting, institutional, corporate or political events; trade shows and exhibitions.</p> <p>GL events provides its customers with a comprehensive service offer: Live - event design, production and logistics, Venues - a network of event venues, Exhibitions - organiser of fairs, congresses and events. As a specialist in each of these 3 areas, the Group is involved in every aspect of events, from defining and designing the project to the implementation of operations on the ground.</p> <p>The Executive Assistant will play a crucial role in supporting the CXO suite by coordinating and organizing the management team, ensuring efficient communication, and implementing management systems to improve overall productivity.</p>
Localisation	Shanghai ☐☐
Pays	China
Expérience	Débutant (-3 ans)
Secteur	Komunikacija i mediji / Oglašavanje
Langues	French