



European Chamber  
中国欧盟商会

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## General Manager Assistant

总经理助理

### Job Description

职位描述

Become the Personal Assistant for the European Chamber's  
South China General Manager for Six Months!

#### *6-month Internship*

An enriching internship experience is waiting!

一个丰富自身实习机会正在呼唤。

1. Immersion in an English work environment with colleagues of diverse backgrounds!  
沉浸在英语工作环境中，与具有不同背景的同事一起工作
2. Grow your skill set through content driven events and stimulating work!  
在高层次活动和日常例行工作中锻炼和提升多种技能
3. An opportunity to network with world famous companies and European-consulates!  
有机会与世界著名企业和欧洲国家驻华领事馆建立联系



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Guaranteed to broaden your horizons!

必将拓宽你的视野！

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:**

● **Board, Consulates, National Chambers and Members relationship**

1. Schedule daily meeting, and agendas and minutes preparation of board meeting, quarterly SC team meeting arrangement, conferences calls
2. Contact consulates and national chambers when needed, and update the lists regularly
3. Conduct research on and update information of member company as required
4. Update and manage member company's database, provide necessary information for member meeting and event preparation
5. Collect business cards and update distribution lists

● **Events Management**

1. Contact selected members to remind them to attend events
2. Responsible for registration desk at event venue when required
3. Collect information for the SharePoint/server update

● **Office and accounting**

1. Arrange business trip: hotel & flight booking
2. Collect name cards



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3. Prepare GM's reimbursement document and SZ general ledger
  4. Admin support on Liaise with express companies on chamber publications shipment
  5. Complete other tasks assigned by General Manager and Office Manager

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

● **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:

[sduan@european-chamber.com.cn](mailto:sduan@european-chamber.com.cn)

Our website: <https://www.european-chamber.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