

Team assistant intern

Ihre Aufgaben

- Order processing for department
- Produce department news (video and article)
- Support with reporting and data processing (Power BI)
- Expatriates support with admin topics like admin training, claim expenses, etc.
- Translate documents in case of necessary
- Support other ad-hoc tasks from Department Head and Team Members

Ihr Profil

- Bachelor degree or above
- Fluent in spoken English, German is plus
- Quick learner, good logical and analytical thinking
- Familiar with Word, Excel, PowerPoint
- Power BI, Adobe Premiere is not required but plus

Unser Angebot

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Job ID
REF6944P

Standort
shanghai

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