

Team assistant intern

あなたの仕事内容

- 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

あなたのプロフィール

- 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

オファー

您愿意与我们共同驾驭未来吗？即刻填写在线申请吧！



ジョブID
REF6944P

勤務地
shanghai

法的事項
**Continental Automotive
Systems Co., Ltd.**