

Neo Capital (小牛資本管理集團有限公司)

Secretary of the Chairman

Job Responsibilities

1. Provide confidential administrative and secretarial support services to Senior Management on regular basis
2. Handles and archive confidential documentation and certificates
3. Arrange schedule, meeting & conferences; prepare background materials, reports and date for scheduled meetings, conferences and speaking engagements
4. Communicate & coordinate with relevant Operations/Departments to follow up on general issues initiated by management
5. Filter routine matters to appropriate parties and follow up to ensure proper disposition
6. Assist in the high level visits and activities internally and externally
7. Accompany the Chairman on business negotiations, prepare the files and take coordination work

Job Requirements

1. High potential graduate less than 1-year work experience
2. Bachelor/Master degree in any discipline
3. Good interpersonal and analytical skills
4. Self-motivated and open-minded
5. Ability to handle confidential and sensitive information
6. Good at time management and stress-handling
7. Good at multi-tasking in a fast-moving working environment
8. Good sense of customer service and responsibility is a plus

Work Location

Shenzhen

Application Method

Submit application to zhouyuqi@xiaoniu66.com

Application Deadline

Apply as soon as possible