



## Team Assistant (Contractor Type)

### Job description

Provide team assistant administration support to a division in Shenzhen.

#### In your new role you will:

1. To cover Team Assistant administrative responsibilities for PSS Shenzhen team.
2. Travel arrangement including flight ticket, hotel booking, visa application etc.
3. Support data consolidation in weekly/monthly base, for example sales forecast.
4. Work with Finance team to manage the monthly travel expense.
5. Support the team staff expense claim check and verification
6. Assist team meeting, training, workshop arrangement
7. Assist cross communication with other central function teams like purchasing, finance, IT, and external service providers.
8. Assist to facilitate team building and activities.
9. Others admin work assigned by the supervisor.

### Profile

#### You are best equipped for this task if you have:

1. Bachelor Degree or above
2. 1-2 years' experience as Team Assistant is preferred, fresh graduate could be considered.
3. Good interpersonal and communication skills
4. Detail oriented, results oriented, and enthusiastic
5. Good command of both written and spoken English and Chinese
6. Strong computer skills including MS Word, Excel and PowerPoint
7. Able to work independently and meet tight deadlines
8. Positive, eager to learn and willing to take up new duties

### Benefits

- **Shanghai, :** Coaching, mentoring networking possibilities; Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Flexible working conditions; Medical coverage; On-site social counselling and works doctor, in Wuxi only.; Provision of health tips, health knowledge sharing, annual medical check; Employees in Shanghai are entitled to use a gym located close to the office for free; On-site canteen, in Wuxi only.; Private insurance offers in some sites.; Wage payment in case of sick leave; Corporate pension benefits in some sites.

### At a glance

Location: **Shanghai, (China)**  
Job ID: **69240**  
Start date: **as soon as possible**  
Entry level: **1-3 years**  
Type: **Full time**  
Contract: **Temporary**

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### **Power & Sensor Systems**

The Power & Sensors Systems (PSS) division provides besides of high-end power supplies, adapters and chargers many new sophisticated sensor solutions for the mobile phone, consumer and industrial markets.

