

Date: Aug. 23, 2021

Position: Executive Assistant
Department: LC Venture Executive Office
Vacancy: One
Location: Beijing

Job summary

We are looking for a full time Administrative assistant to providing administrative support to the CEO. You will also support the CEO and Senior Management in a variety of tasks related to organization and communication. That will require you to be familiar with company processes, practices and procedures.

A best candidate for the position will have the ability to effectively communicate and ensure that all tasks are completed accurately and delivered with a high quality and timely manner. Typically, you will report directly to the CEO.

What you will bring to the table...

A brilliant multi-tasker, you are detail-oriented and well organized. You are also able to perform under pressure and comfortable with project management. You are adept in organising diaries, answer phone calls, taking notes, schedule meetings and accurately representing your company in emails and other communication. You are also very comfortable with organising events and setting up conferences, public speaking and planning and booking travel arrangements.

Your main responsibilities

- To assist Senior Management in handling daily work and departmental tasks, managing diary and coordinate working relationship and daily work between Senior Management and each department.
- Assist Senior Management in managing corporate partnerships, business association and various links and support with external communication.
- Assist the Senior Management in establishing and maintaining all external and government relations.
- Organized and help manage client accounts and establish a good rapport and relationship with clients.
- Act as a point of contact for all assigned channels and external inquiries and address all enquiries properly and give feedback to Senior Management or concerned colleagues in timely manner.

- Assist with all correspondence and communication and support in Conducting research and reporting to the Senior Management.
- Assisting Senior Management with the scheduling and organising staff or business meetings, in preparing the agenda and providing support during meetings including keeping of notes, meeting minutes and translation support, if required.
- Assisting Senior Management with internal and external reporting and liaison and assist with production, distribution and coordination of briefs, reports and marketing materials;
- Collect and compile relevant information, data and provide reference and suggestions for the Management decision-making; and responsible for the collection, classification, arrangement, filing, management and storage of all departmental documents and materials.
- Participate in marketing or other company activities such as exhibitions or product or service launches and;
- Assist in other related tasks assigned by the senior management or management.

Qualifications:

- An Excellent command of the English and Mandarin languages is a must. High reading comprehension and oral presentation skills in both languages and a good grasp of written translations or oral interpretation;
- A bachelor's degree in communications, public relations, diplomacy or international relations, marketing or any relevant majors with atleast 2 years of experience in management tasks and work in the service and professional industry, with preferences in education or financial industries.
- Candidates with proven administrative or secretarial experience and with atleast 5 years of relevant experiences and an excellent reference from their former employers may also be considered for the position.
- Excellent organizational, planning, communication and follow-up skills;
- Proficiency in the use of Office software (mainly MS Word, Excel and with higher skills in PowerPoint);
- Ability to prioritise and manage multiple tasks in limited time;
- Excellent interpersonal skills, able to communicate effectively with leaders, partners, channels and other people at different levels.
- Good grasp and understanding of customer service, strong market development ability and direct customer sales ability;
- You are outgoing personality, good image temperament and understand business social etiquette.

What we offer you...

Working very closely with the management team, you will have the opportunity to work directly with Management and learn about the company very quickly. You will also play such an important role and gain so much experience as you help in running the day to day business.

At LC Venture, there plenty of opportunities for your personal growth and career progression. There's huge uptick for your role and you will have plenty of chance to gain new and diverse skills. Our company will also support you with registration and accreditation from renowned stakeholder organisations and associations and with regular training and upskilling programs. We also provide formal or informal leadership and development workshops and professional. Specifically, you will receive :

- Competitive salary and bonuses
- Medical and health insurance cover
- Support with accommodation and/or travel expenses (foreigners only)
- Upskilling and accreditation opportunities from leading organisations
- Fast-track to mid-level and senior management positions and overseas travel

Who we are

LC Venture is a UK registered Consultancy and Business Advisory firm with subsidiaries in Mainland China and Hong Kong. The Company provides comprehensive business solution services to its clients and specialises in market entry, intelligence and the financial and professional services industries in the China-UK market.

LC Venture is also the holding company of BeGo Education and the BeGo Education brand. BeGo Education provides a bespoke and professional educational advice and consultancy support to its clients with their children's' educational goals by helping them identify the best-fit international school, UK boarding school or universities and supporting them with preparation and application. The company also provides these students and families with a range of Post-offer services.

To Learn more about us, please visit: www.lcventure.com.

You can also learn more of our education brand here: www.begoedu.com

BeGo Education is the supporting Associate of Council of British International Schools (COBIS). It is also certified by the leading UK Boarding School Association. (BSA).

Our Teams

You will be joining a dedicated and excellent team of multilingual and bicultural professionals who are responsible and driven and who are willing to take initiative and learn something new every day.

Application Period

The first round application deadline is Sept 15th, 2021. We receive quite a number of excellent applicants and we only contact the most suitable candidates. Short-listed candidates will complete two-round interviews and a written assignment before they can be successfully hired. The recruitment process takes approximately 3-4 weeks.

How to apply

To apply, please send your resume and cover letter to our Office address at:

BeGo Education
Room 603A 26, Chaowai MEN Office Center
Chaoyangmenwai Street,
ChaoYang District, Beijing 100020

Or, you can email them to Mandy Zhang at: hr@lcventure.com