



AustCham West China Office Assistant/Administrator Internship

Position Outline

Title: Office Assistant/Administrator

Key Responsibilities

- Basic management of office finances (in liaison with the Executive Manager and AustCham Beijing)
- Maintenance and updating of office CRM system
- Updating the AustCham West China Members Directory as required
- Assistance with translating, both written and spoken
- Liaising with local government agencies
- Representing AustCham West China at Chamber and member company events
- Various ad hoc duties and administrative tasks

Qualifications Required

- Fluent Chinese language abilities (written and spoken)
- Excellent verbal and written communication skills in English.
- Experience in WordPress preferred
- Computer graphic design experience preferred
- Photography skills preferred
- Strong and flexible work ethic, adept at multitasking and prioritising
- Ability to work independently in a small team
- Must be organised and detail-oriented, and adaptable to a foreign work environment
- Ability to communicate with members and stakeholders in a highly professional and helpful manner

General Awareness

- Understands the considerations and values of a non-profit, membership-based organisation
- Ability to work in a small team environment, contribute positively to local atmosphere and deliver on job responsibilities
- Has a keen interest in the Australia-China relationship

Please note, according to local regulations, this is an unpaid position, however a weekly stipend for food and travel will be provided. The preferred duration of the internship is 3 months, at which full time employment will be considered.

Start Date: June 27th, 2017

Applications require a 1-2 page CV and 1 page Cover Letter.

For more information please contact westchina@austcham.org

