



Are you looking for meaningful work and ready to put the circular economy into action?

With us you are not just doing a job - you are helping the environment and preserving our resources. Our employees are a key factor for the daily operations of Befesa as well as for the strategic development and future of the company.

Join our team as a **Personal Assistant** at **Befesa Zinc Environment Protection Technology (Jiang Su) Co., Ltd.** in Changzhou, China and start as soon as possible.

Your role and tasks:

- 协助安排总经理的日常工作事务。包括日程安排，会晤安排，文件处理，资料管理等；To assist Plant Director with and arrange daily work including schedule and visiting arrangement, document processing, data management, etc;
- 组织安排会议总经理参加的所有会议的管理，会议前的准备工作、未决事项的跟踪及相关事宜；To organize and arrange meetings Plant Director attends, prepare documentation, take minutes, reception guests and follow up pending issues etc;
- 协助总经理进行工作指令的传达，协助及事件进展的跟进与反馈；To assist Plant Director to convey work instructions, assist to follow up and feedback the progress of the event;
- 保障总经理的日常后勤服务工作，商旅安排，个人费用报销等；Responsible for Plant Director's daily supportive works, business travel arrangement and personal expense reimbursement etc. ;
- 代表总经理处理对外的事务沟通和关系维护并按需做好接待相关工作；To deal with external communication and reception on behalf of Plant Director;
- 公司对外重要活动的组织，策划，落实的相关工作；To organize, plan and implement events and activities at company level;
- 完成上级交办的其他任务。Complete other tasks assigned by the superior.

Your profile:

- 统招本科，企业管理、人力资源、英语、行政管理相关专业；Bachelor, Major in Business Administration, Human resources, English, Administration or related;
- 工厂运营经助理经验优先；Experience as an assistant in plant operations is preferred;
- 熟练使用各类办公软件（PPT、WORD、EXCEL等），EXCEL和PPT使用娴熟；Familiar with basic office applications. Skilled in Excel and PPT;
- 必须英语流利，听、说、读、写、做汇报均可用英文。Must be fluent in English; verbal, written and presentation.

What we offer:

- Interesting and challenging activities in an innovative environment
- Independent work and own projects
- Flat hierarchies and active participation
- Friendly and collegial team
- Fair compensation and employee benefits

Befesa is a leading international provider of environmental, services to the steel and aluminium industries with facilities located in Germany, Spain, Sweden, France, as well as in the USA, China, South Korea and Turkey. Contributing to a more sustainable world is at the core of Befesa's business. Employing more than 1.800 people with the main headquarters in Germany and Spain, Befesa is considered as one of the leading companies in the growing ESG/sustainability theme. Further information can be found on the company's website: www.befesa.com

You want to know what our employees say about Befesa? Then take a look at our: [Employer Video](#)

Contact us if you have more questions!

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