



ASIAN AGRIBUSINESS
Recruitment · Training · Development

Administrative Assistant



Asian Agribusiness Recruitment Training & Development (AARTD) is Asian's only Agribusiness focused Executive search firm.

Our business is growing in both China and across Asia so we're looking for talented Recruitment Consultants to join our team.

The successful applicant will work within a great team and have plenty of opportunity to develop their career and grow with our company.

AARTD provides job training plus regular senior mentoring sessions with industry experts.

Responsibilities:

- Manage all incoming calls professionally and efficiently.
- Manage mails including international & domestic couriers.
- Manage meetings and meeting rooms including bookings, preparation, receiving guests, provision of refreshments etc.
- Responsible for booking/changing and cancelling all flights, hotels, cars, agendas, directions and maps etc.
- Manage furniture and office maintenance including purchasing office supplies
- Database management and maintenance.
- Organize social events for the company as directed and approved by the Managing Director and Office Manager
- Assist with other projects as directed by the Managing Director and Office Manager

Requirements:

College Degree or above

- More than 1 year of work experience in administration is preferred
- Excellent communication and coordination skills
- Ability to work independently, including problem solving quickly and efficiently
- Creative, resourceful, proactive and a team player

Contact with

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