

## Assistant to the General Manager (m/f)

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The company established in 2003 is a leading global manufacturer of USB flash drives. 1.5 million USB flash drives per month are sold from the sales offices based in London, New York, San Francisco and Sydney. Their manufacturing hub is in China with over 500 staff at the factory facility in Shenzhen /China.

The manufacturing hub in Shenzhen, Heping Village, Fuyong Town with its significantly growing team is looking for a **Chinese Assistant** to the German General Manager with fluent English and –as an asset- German language skills.

### Requirements:

1. Managerial and strategic skills above-average
2. Support with business related correspondence
3. Compiling minutes of internal and external meetings
4. Liaison with the local Chinese authorities
5. Translation and interpreting from Chinese to English and vice versa
6. Finesse in dealing with colleagues
7. Master of business administration or economics + very good command of English (German would be a plus)
8. Min. 3 years of professional experience in the field of managerial support and strategic thinking
9. Enthusiastic & communicative of the highest professional standards in his/her work with a positive attitude, dedication and willingness to work hard - often under high production pressure.

### Job Location:

Heping Village, Fuyong Town  
Shenzhen, China

### Holiday:

10 days paid leave annually and 10 days unpaid leave per annum

### Salary:

15.000 – 20.000 RMB per month depending on skill and experience.

**Trial Period:**

6 months

**Working Hours:**

8 working hours per day

**Special:**

We will provide a 125 € per month rent subsidy to each staff member in Shenzhen. A room in the Company's dormitory will be provided.

**How to apply:**

Skillful candidates send their detailed CV including cover letter, a recent picture, all credentials and references to the hiring company Schlossstein GmbH for the attention of **Mrs. Nien-Chia Lee** ([application@schlossstein-consulting.com](mailto:application@schlossstein-consulting.com)).

Please state your availability time. Those candidates applying should be available to work in Shenzhen and be flexible for travel to Hong Kong and London, UK.