

## **CHINA TELECOM (EUROPE) LTD**

**Location: London, UK**

**Annual salary: GBP 19,000- GBP 21,000 Gross**

**Contact: ctehr@chinatelecomeurope.com**

### **Position: Admin Assistant**

#### **Main responsibilities:**

- Company reception
- Answering switchboard: fielding calls including general enquiries, taking action where necessary and following up as required
- Drafting agendas, booking meeting rooms, arranging meeting room set up and arrange refreshment for meetings if require
- Assisting office manager on booking visitors' hotel rooms, arranging transport and meals and so on, some short-term business trips may be required
- Office management: assist to make sure office is in a good working order, ordering office supply on a monthly basis, managing daily office mail posting and sorting
- Managing office health and safety issues, company insurance and company car insurance
- Assist Office manager to manage company accommodations

#### **Skills required:**

- Good communication skills and languages skills is key (Mandarin/English bilingual), including telephone manner – ability to deal confidently with people at all levels
- Good interpersonal skills- friendly, being initiative and attentive
- Good organisational skills and attention to detail
- Good computer skills - Word, PowerPoint and Excel ect.

#### **Experience required:**

- Previous secretarial experience or office admin experience would be an advantage