

ASSISTANT WITH FLUENT LEVEL OF CHINESE AND ENGLISH

Empresa: Our client is an international Luxury Real Estate Company based in Barcelona.

Localidad: Barcelona

Descripción:

As an administration office support manager you will be in charge of the good development of the office.

Your main responsibilities will be:

- Provide Administrative Support
- Manage the Director's Agenda
- Database Maintenance
- Attend clients by providing them with required information
- Provide support to Manager and Salesman
- Answer telephone calls.

Requisitos

The ideal candidate will be someone with the following qualifications, experience and skills:

Qualifications:

- Experience in Office Administration, Marketing and Translation (English- Chinese)

Skills:

- Perfect level of Chinese and English
- Medium level of Spanish.

Soft skills:

- Detail oriented
- Proactive
- Flexible person
- Multitasking

Oferta

Offer:

- Permanent Contract.
- Good salary conditions
- Full Time Schedule