



Who we are:

We're a medium sized commercial company procuring products from various product groups worldwide (e.g. sporting goods and recreational products, motorcycle products, leisure products, medicinal devices, toys and furniture).

Who we are looking for:

We have an immediate opening to support our young and dynamic team in Shanghai with an

Office Assistant, intern

岗位要求:

- 具备良好的行政事务能力，工作有条理性、计划性，踏实，细心、办事沉稳细致，尽职尽责
- 在校学生；财务，外贸专业优先；相关行政工作经验者优先
- 良好的英语听说读写能力，CET4 级或以上优先
- 熟练使用 office 办公软件及自动化设备
- 较好的文字表达能力
- 具备较强的理解能力，良好的社交沟通协调能力，以及较强的语言表达能力
- 具备良好的服务意识和敬业精神，具有较强的团队合作精神
- 服从上级下达的工作安排，能承受有压力的工作环境；

We offer exiting insight and a wide knowledge base in a dynamic industry with a modern company with an excellent work climate and various "benefits".

We look forward to receiving your informative application, preferably by e-mail to:

sz@delta-sport.com.

DELTA-SPORT CHINA

Attn.: Ms. Zhou

工作地址：上海市徐汇区乌鲁木齐中路 99 弄汇贤居 2 号楼 3505 室