



**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](mailto: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**