

JOB OFFER : Business Department Assistant - CHINESE LANGUAGE

Recognized firm dedicated to business advice and foreign investment located in the center of Barcelona, selected personnel to join the company as an administrative assistant.

CONDITIONS:

- Temporary Contract + possibility incorporated into permanent staff
- Visa sponsorship
- Training by the company
- Salary according to collective agreement
- Good working environment and possibility of promotion
- Full-time
- Immediate incorporation

IS REQUIRED :

- General knowledge and experience in business management, such as tax filing, human resources, notarial procedures, etc,
- Responsible, organized , good looks , good relationship with the client , versatile , eager to learn.
- Maternal Chinese Language
- Fluency in Castilian language
- Knowledge of computer tools and new technologies

IT WILL BE VALUED :

- Professional experience in similar position
- Knowledge of corporate bonds
- English language
- Knowledge of Catalan

INTERESTED SEND RESUME AND COVER LETTER acapdevila@bcnsolutions2010.com