



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce
Career Day 2020

Job Description

Position: **Administrative Assistant**

Job Description (100 words):

- To assist and support the Financial and Administration Manager in her duties;
- To assist on maintenance of students files;
- To assist on bookkeeping of school expenses;
- To support clerical duties including data entry, scanning, filing, etc.;
- To perform receptionist duties at the reception office;
- To prepare materials and documents for school lessons, and events;
- To help office members and teachers with the documentation;
- To assist ad hoc assignments.

Job location: **Beijing**

Type of job (full-time, part-time, internship): **Full-time**

Required experience: **Degree (possibly BA)**

Starting date: **August 2020**

Salary (if indicated): **Salary details will be discussed directly with short listed candidates**

Candidates' requirements (100 words)

- Chinese nationality;
- Love children;
- Strong sense of responsibility, active and eager to learn;
- Good organizational and interpersonal skills;
- Competent computer skills;
- Command of English, Italian will be a plus;
- Fresh graduates will also be considered.



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Company Information

Company Name: **Accredited Italian Embassy School in Beijing**

Company Description (100 words):

Established in 2015 and located within the Sanlitun Diplomatic Residence Compound, the Accredited Italian Embassy School in Beijing, kindergarten and primary, is the first Accredited Italian School in Eastern Asia and the first school - worldwide - to have a direct cooperation with Reggio Children, the famous Italian education institution inspiring schools in 140+ countries in the world.

The school is a non profit institution, and it caters the needs of the Italian and international families dwelling in Beijing.

The school curriculum is bilingual, Italian and English, plus a strong promotion of the Chinese language and culture.

www.scuolapechino.com