

新西兰驻上海总领事馆商务处

司机/行政人员

岗位信息/Job information:

所属部门 新西兰驻上海总领事馆商务处

工作地点 上海

合同期限 两年合同

薪资待遇 面谈

岗位职责/ Job responsibilities:

作为上海办公室的司机/行政人员，你的职责将包括两个重要的责任。首先是支持我们的团队以及整个中国区的一般运营业务和行政职责。这些职责将是多种多样的，是保持一个繁忙办公室正常工作的关键所在，包括管理办公用品、维护办公环境、银行业务、清关、活动支持、承担特殊项目和办公室管理。

第二项工作是担任办公室的专职司机。包括制定出车时间表和研究每个会议的路线，以确保我们的同事安全并准时地到达他们的会议地点。你还将负责办公室车辆的车况养护和相关的文书工作。

你将花费大约 60%的时间在日常行政职责上，另外 40%的时间作为专职司机。

As the Driver/Admin for our friendly Shanghai office, your role will consist of two key responsibilities. The first is supporting our team as well as the entire China region with general operational and administration duties. These duties will be varied and are key to running a busy office including managing office supplies, maintaining the office environment, banking, customs clearance, supporting events and functions, undertaking special projects, and office management.

The second involves being the dedicated Driver for the office. This involves looking after our car schedule and studying the routing for each appointment to ensure our colleagues arrive at their appointments safely and on time. You will also be responsible for the condition and paperwork of the office vehicle.

You will spend approximately 60% of your time on operational and administration duties and the other 40% as the dedicated Driver.

岗位要求/ Job requirements:

你要具备良好的组织能力，有开放和乐于学习的态度。你还需要具备良好的英语（书面和口头）沟通和倾听能力，以及以下条件。

- 正式驾照和至少 3 年的无违章驾驶经验
- 熟悉驾驶规程和安全平稳的驾驶技巧
- 有能力估计行驶时间并选择最优路线，有能力使用汽车导航系统和智能手机
- 有能力对多项工作制定优先顺序和安排时间表
- 具备扎实的 MS Office 软件知识，并能熟练使用
- 有提供高效和有效的客户服务和行政支持的经验

You will possess sound organisational skills and have an open and willing to learn mindset. You will also need to have fair English (written and oral) communication and listening skills as well as the following:

- A full driver's license without infringements and at least 3 years driving experience
- Knowledge of driver protocols and safe and smooth driving skills
- Ability to estimate travel time and select least congested routes, knowledge of using a vehicle navigation system and smart phone
- Ability to manage priorities and organise timetables
- Solid knowledge of MS Office suite and be comfortable with technology
- Experience providing efficient and effective customer service and administrative support

如何申请/How to apply:

简历投递至 shanghaijobs@nzte.govt.nz

截止时间：北京时间 2022 年 10 月 20 日晚上 9 点前