

**EunaCon HR Solutions & Services Ltd.** is a retained executive search firm based in Shanghai. As a member of **EunaCon Consulting Group** ([www.eunacon.cn](http://www.eunacon.cn)) we mainly serve European clients in the Chinese market.

**Receptionist**  
(Pudong, Shanghai)

**Responsibilities:**

- Work as an operator to answer and transfer incoming calls;
- Greet and receive visitors, direct them to appropriate staff;
- Arrange meetings, including reserving and coordinating conference rooms, pre-work before meetings, etc.;
- Assist office equipment maintenance, such as printer and shredder;
- Manage office supplies, including stationary, etc.
- Prepare, submit and make a record for payment requests;
- Support general clerical issues, such as word processing, copying, translation, etc.
- Respond to other office admin duties, such as flight or hotel bookings.

**Requirements:**

- Above one year's working experience as a receptionist or an administrator, preferably in a foreign company;
- University degree holder;
- Good communication skills in both English and Mandarin;
- Detailed, good interpersonal skill, dedicated to work and strong sense of responsibility;
- Familiar with Microsoft Office Suite, i.e. Excel, Word, PowerPoint;
- Willing to take initiatives and a quick learner.

If all this is appealing for you, please send us your resume, a cover letter and photo plus intention of remuneration, in English, to **Mr. Sebastian Wegener** at [sebastian.wegener@eunacon-hr.cn](mailto:sebastian.wegener@eunacon-hr.cn)