**Job Profile**

**Title:** Executive Assistant

**Location:** Shanghai

**Reporting to:** General Manager, VDA QMC China

**Supervising:** N. A.

**Job Descriptions:**

-Assist to manage and maintain GM’s daily calendar, schedule appointments, coordinate meetings, arrange travels and travel related activities;

-Track on to-do list for GM;

-Assist to manage GM’s expense reimbursement in a timely manner;

-Screen and handle visitor/telephone/e-mail of internal /external correspondences;

-Arrange internal and external meetings and activities, prepare meeting pack, take meeting minutes and support follow up actions as needed;

- Support GM on internal communication, distribute GM’s message to relative internal stakeholders and follow up;

-Support GM to coordinate internal matters and consolidate reports;

-Assist to organize team events and relevant activities;

-Support GM to conduct organizational change and development;

-Coordinate with BU managers on items to be reported, and provide appropriate communication and support;

-Systematical approach and transparent communication before, during and after the meetings;

- Assist to analyze, prepare and deal with memos, letters, presentation materials, reports, emails and other documents as required;

-Competitor analysis benchmark, including info collection from external events/ seminars;

-Manage contracts with License Partners and Cooperative Partners;

-Support congress and conferences, align with keynote speakers, partners, sponsors for events organized by VDA QMC China.

**Job Specifications:**

-Bachelor’s degree or above, and oversea study in Germany is preferred;

-Have at least 5 years or above working experience as Executive Assistance, Secretary, GM Assistant for expatriates like German in MNCs, and Germany organization is preferred;

-Be very good communication skills, high enthusiasm, self-motivation and engagement is required;

-Have solid documentation preparation capability in both Chinese and English (reports, ppt, excel, etc.);

-Be proficient at both spoken and written English ;

-Be detail-oriented and have a sense of being confidential and discreet;

-Can work under high pressure and be multi-tasks;

-Be reliable, trustful, honest and fast in understanding and learning;

-Have working experience and interests in automotive industry is preferred.

**About VDA QMC**

The Quality Management Center (QMC) has been founded in Germany in August 1997. The role and responsibilities undertaken by the QMC are varied and the questions surrounding quality management in the automotive industry occupy us on daily basis.

VDA QMC has 30 working groups, including more than 400 German automotive industry quality management experts from automotive OEMs and suppliers, working on related topics to quality management in this industry. The structure of working group guarantees regular updates of relevant standards.

VDA QMC, headquartered in Berlin, Germany, has offices in Beijing and Shanghai, China.

If you are interested in this position, please send your resume in both English and Chinese to:

[Louisa.yuan@vdachina.com.cn](mailto:Louisa.yuan@vdachina.com.cn)

Our office address is as follows:

上海市长宁区金钟路968号天会商务广场 7号楼1108室

Room 1108, Building 7, HQ Sky Bridge No. 968 Jianzhong Road Changning District, Shanghai