

SHANGHAI

Business and Administrative Assistant (m/f/x)

Overview

Are you looking for exciting tasks in a design-oriented company that offers you stability and structure? Do you want to contribute your creativity and personality? Then you'll be a great fit for us!

The use of state-of-the-art technologies and with our expertise across all service phases according to HOAI and the use of state-of-the-art technologies, we create innovative and high-quality solutions. Our long-standing success and strong team spirit are based on an open culture and the knowledge and commitment of our employees.

Become part of our team as a Business and Administrative Assistant (m/f/x) - we look forward to your application!

You can expect the following

- Perform daily administrative duties, including document management, procurement of office supplies, and fixed asset administration
- Prepare bidding documents, service proposals, presentations, and project portfolios
- Manage meeting logistics (preparation, minute-taking), coordinate travel and event arrangements, and facilitate cross-departmental collaboration
- Provide additional administrative support to the management team as needed

You bring along

- Bachelor's degree or higher, ideally in architecture or interior design
- Fluency in Chinese and English, demonstrated by CET-6, IELTS 6.0+, or equivalent certificates
- First practical experience as a business assistant or administrative secretary
- Familiar with business etiquette; skilled in client reception and effective handling of unexpected situations
- High level of confidentiality, resilience under pressure, and strong service orientation
- Professional appearance, keen attention to detail, and excellent cross-departmental communication and teamwork skills
- Proficient in Microsoft Office Suite, with basic IT capabilities; experience with AI tools is a plus

We offer

- Work Environment | Join an international, interdisciplinary team of young, creative talents who share your ambitions and goals
- Location | Central office in Shanghai
- Compensation | Attractive monthly salary ranging from 6,000 to 10,000 RMB, depending on experience and individual performance
- Benefits | Comprehensive coverage of all statutory insurances in China, including health insurance and housing fund
- Leave | 15 days of paid annual vacation to ensure proper rest and work-life balance

Your contact at HENN

Hua Qiao

T +86 (133) 3108 4115 . We're eager to get to know you! Please submit your application via our recruitment portal.