



**Company: WTS China Co., Ltd.**

**Position Title: Admin Intern**

**Location: Shanghai**

**Job description:**

1. Assist in daily office affairs, including receiving clients, archiving and keep documents, organize incoming calls, etc.
2. Assist in various company events, prepare relevant equipment and materials, and communicate with relevant departments.
3. Responsible for the operation and maintenance of the company's website and WeChat official account.
4. Responsible for the management of office supplies, equipment, and software.
5. Responsible for the daily management and maintenance of the company's office environment.
6. Make travel arrangements, including hotel and transportation, etc.
7. Other tasks assigned by managers.

**Requirements:**

1. College or university graduate in administration management major (other majors are also welcome)
2. Fluent in both written and spoken English and mandarin.
3. Stable attendance rate (ensuring full day work for 3 months)
4. Good communication skill, friendly and cheerful, with appropriate common sense and flexibility
5. Diligent and patient, capable of multi-tasks in an organized manner
6. Stress-resistant, with good problem solving skill
7. Proficient skill in computer applications (MS office and online research tools, video and image editing).
8. Self-catering meals, accommodation.

If you are interested, please e-mail your CV to [info@wts.cn](mailto:info@wts.cn).