



WE'RE RECRUITING

About CIETAC and CIETAC Hong Kong:

Established in 1956, China International Economic and Trade Arbitration Commission (CIETAC) is the most experienced and largest arbitration institution in China, which has independently and impartially resolved more than 40,000 commercial and trade disputes by means of arbitration. CIETAC Hong Kong Arbitration Center (CIETAC Hong Kong) was established in 2012 and is CIETAC's first branch outside the Chinese mainland. CIETAC Hong Kong operates under the common law system of Hong Kong and administers arbitration cases under the auspices of CIETAC. It also conducts research and development of the best international practice of commercial and investment arbitration.

Job opening:

Administrative Assistant (Marketing)

Requirements:

- 1-3 years of experience in administration;
- Higher education in business administration/marketing or other relevant studies;
- Proficiency in written and spoken English and Chinese (Mandarin and Cantonese);
- Attention to detail, good organisational skills and the ability to multi task;
- Strong team management experience; and
- Pro-active, responsible and problem-solving work ethic.

Key responsibilities include (but are not limited to):

- Providing secretarial support to staff members;
- Assisting in daily general office administration, including but not limited to purchase, replenish office supplies and manage facility maintenance;
- Assisting in event coordination and organization;
- Making travel arrangements;
- Handling ad hoc tasks; and
- Traveling is required.

To apply:

Send your application along with cover letter and CV to hk@cietac.org.