



**The Embassy of Belgium in Beijing is looking for an**  
**Administrative and Logistics Assistant**

**Position:** Administrative and Logistics Assistant (local staff)  
**Location:** Embassy of Belgium, San Li Tun Lu 6, 100600, Beijing  
**Salary:** Contractual position, paid accordingly to local conditions  
**Deadline:** 08/09/2017, 17:00 (Beijing time)

**Job description**

- Assisting in the day-to-day operations and maintenance of the Embassy compound;
- Providing logistic support to Embassy staff;
- Assisting in the management of events organised by the Embassy or at the Embassy compound (e.g. exhibitions, receptions, seminars);
- Contacting Chinese entities (authorities, external suppliers and companies);
- Managing the inventory of the Embassy compound;
- Acting as contact person for the maintenance of ICT material and systems;
- Acting as contact person for the safety and security of the Embassy compound;
- Other ad-hoc administrative tasks such as supporting occasionally the consular section in providing consular assistance to Belgians and/or delivering visa.

**Qualifications**

- Very fluent in Chinese (Mandarin, both written and oral skills);
- Excellent command of Dutch and/or French (knowledge of both languages is an asset);
- Excellent command of English;
- General ICT skills (i.e. word processing, spreadsheet, internet, e-mail) and technical ICT knowledge for the maintenance of operational ICT material and systems;
- Good understanding of operational systems (i.e. water, electricity) and of logistics;
- Ability to work independently, show initiative and work productively as part of a team;
- Having an eye for details and a meticulous approach;
- Showing flexibility and a high-degree of multi-tasking;
- Possessing good communication, social and organisational skills with a service minded and positive attitude.

**Application**

To apply for this position, please send your resume (curriculum vitae) and cover letter no later than **8<sup>th</sup> September 2017, 17:00 (Beijing Time)** to [beijing@diplobel.fed.be](mailto:beijing@diplobel.fed.be), clearly stating "Administrative and Logistics Assistant" in the subject line.

In the meantime, for any question related to this position, please contact the embassy by email ([beijing@diplobel.fed.be](mailto:beijing@diplobel.fed.be)) or by telephone (+86 10 6532 1736).