

EUROPEA

LUXURY RESIDENCES

Job Title: Bilingual Chinese/English Administrative Assistant

职位：中英双语行政助理

Introduction: EUROPEA Residences SA, an international business company based in Brussels, is looking for a Chinese/English-speaking intern to join their team. We are specialized in high-end short-rental properties/hospitality/tourism business between Asia and Europe.

公司简介：EUROPEA Residences SA，是一家本总部位于布鲁塞尔的国际旅游商业公司。我们主营欧洲高端房产/商业网站/跨境旅游，业务范围横跨亚欧，客户遍布世界各地。

Industry: HORECA/Real Estate/Hospitality/Customer Service

领域：房地产/商业网站/跨境旅游/高端客服

Job type: 3-month paid CIP contract, full-time (*part-time negotiable but have to ensure at least 3 weeks per month working time)

职位类型：3个月有偿 CIP 合同，全职（*可兼职，但必须保证至少每月 3 周的工作时间）

Starting time: as soon as possible

开始时间：越快越好

Job Location: south of Brussels

办公地点：布鲁塞尔市南部

Job function:

Editing and publishing web contents onto company's official website and onto partners' platforms by translating between English and Chinese; daily website/backoffice maintenance and other administrative tasks.

职位描述：中英互翻，编辑发布网页信息至公司官网及公司合作方网站，日常网站及后台维护，其他行政职能等。

Required Profile:

Must be a bilingual Chinese/English speaker with excellent writing skills; French is not obligatory but is a plus; Former experience in real estate/Horeca/web/administration is a plus.

Be very detail-oriented and accurate, motivated, responsible, trustful, autonomous, be a quick learner, be able to work independently but also a good team-player.

资质要求：必备中英双语语言技能同时具备良好的写作技巧；不强求会法语不过可加分；之前有房地产/网站/客服/行政方面工作经历者优先考虑；注重细节，准确细致，自发自主，负责任，值得信任，好学学得快，能独立工作同时也适应团队工作。

What We Offer:

A great experience to work with an energetic team in an exciting international business. Possible to turn into a fixed employment at the end.

福利：

您将体验与一支专业活力团队一起共事并拥有一段在国际化商业模式和氛围工作的难忘经历。

To Apply:

Please send CV and cover letter to: Mme. Bian,

amelia.bian@europea-residences.com

如何申请：请发送简历和介绍信至：边女士，amelia.bian@europea-residences.com