



EMBASSY OF THE KINGDOM OF BELGIUM IN BEIJING

Job Offer

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

Position: Administrative and Logistics Assistant (local staff)

Location: Embassy of Belgium, San Li Tun Lu, 6, 100600, Beijing

Deadline for application: 01/02/2019 - 23:00 (Beijing time)

Job Description

As assistant to the Consuls, you assist them in the day-to-day operations and maintenance of the Embassy compound, as well as in the management of events organized by the Embassy or at the Embassy compound (e.g. exhibitions, receptions, seminars...)

- Providing logistic support to Embassy staff
- Handling day-to-day operations (shipping of diplomatic pouch, administrative formalities,...)
- Preparing the setup of the Ambassador's residence for events
- Contacting Chinese entities (authorities, external suppliers and companies)
- Managing the inventory of the Embassy compound
- Acting as contact person for the maintenance of IT material and systems
- Acting as contact person for the safety and security of the Embassy compound
- Other ad-hoc administrative tasks such as occasionally supporting the consular section in providing consular assistance to Belgians and/or delivering visa.

As a backup of the Consular Assistant, you take over his/her tasks as a "front office operative" in his/her absence by welcoming and receiving frontline questions, requests and documents of Belgian or foreign citizens at the consular counter. You also take over the role of "back office operative" in absence of the Consular Assistant by preparing and encoding consular requests and applications (e.g. consular certificates, passport applications, requests for information...).

Required Degree and Competences

- Bachelor or Master degree
- Fluency in Chinese (Mandarin, both written and oral skills)
- Excellent command of Dutch and/or French (knowledge of both is an asset)
- Excellent command of English
- Strong organisational, communication and interpersonal skills
- General IT skills (i.e. word processing, spreadsheet, internet, e-mail) and technical IT knowledge for the operational maintenance of IT systems and material
- Basic understanding of operational systems (i.e. water, electricity, heating...)
- Ability to work independently, show initiative and work productively as part of a team
- Having an eye for detail and having a meticulous approach
- Showing flexibility and being able to multi-task.

Practical details

- Gross monthly salary: 14.000 RMB
- 1 year local contract (renewable)
- No allowances for housing costs or holiday transportation
- Non-financial assistance will be offered in obtaining Chinese work visa and/or permit
- Estimated starting date: **15 March 2019**

Selection Procedure

After a pre-screening based on CV and cover letter, the selection procedure will comprise an interview to measure the candidate's language skills and evaluating his/her skills and motivation. Any administrative questions the candidate may have can be discussed during this interview.

Applications

To apply for this position, please send your **CV** and **cover letter** no later than **1 February 2019, 23:00** (Beijing time) to beijing@diplobel.fed.be, clearly stating 'Administrative & Logistics Assistant' in the subject line. In the meantime, for any questions related to this position, please contact the embassy by email (beijing@diplobel.fed.be) or by telephone (+86 10 6532 1736).