



## 跨境贸易综合服务商

### Integrated Services Providers for Cross-border Trade

Hongyuan Group was founded in January 2001. The headquarter is located in Beijing Capital International Airport. As a full range Cross-Border Trade Integrated Service Provider, Hongyuan group has been closely linked with the fast-growing air transport service industry in China. It has developed global business in aviation and port services, airport truck flight transport services, cross-border e-commerce logistics services, supply chain financial services, cross-border trade execution services and airport-related estate development. Up to the end of September 2018, Hongyuan Group has more than 30 holding subsidiaries in global wise, including Airport Hongyuan and Angel Wings Logistics, with more than 1,000 employees.

宏远集团成立于2001年，作为一家跨境贸易综合服务商，总部位于北京首都国际机场的临空经济核心区。伴随中国航空产业的飞速发展，宏远集团高瞻远瞩、精准卡位，以布局临空产业为核心，业已形成涵盖航空和口岸物流服务、跨境物流服务、卡车航班服务、跨境电商物流服务、跨境贸易执行服务、供应链金融服务、以及临空地产开发等业态的综合性、全球化的集团企业。截止到2018年9月底，宏远集团在国内外拥有包括空港宏远、桢樾物流等在内的30多家控股子公司，员工超过1,000人。

#### **Position: Outbound Flight Operator**

Working Place: Liege Airport

Number of People: 2

Language: English (Basic) / French or Chinese

Working House: Full time / Possible 2 shift

#### **Job Description**

1. Coordinate for the ourbound air shipment information and documents base on the SOP.
2. Coordinate with airport warehouse and transport suppliers for the outbound flight cargo delivery status and documents.
3. Communicate with ground handler warehouse onsite team for the outbound ULD build up process and flight cargo manifest.
4. Preparation for the outbound flight pack and FFM and send to destination airport team
5. Monitor and problem solve for the cargo and flight operation abnormal

#### **Requirement:**

1. College degree and above
2. Logistics, International Trading, IT and other related majors are preferred
3. 2 year and above logistics and freight forwarder work experience
4. Good communication skill and adaptability
5. Team spirit and self-motivation
6. Good command of Microsoft Office
7. Belgian nationality or with long-term residence

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### **Position: Inbound Flight Operator**

Working Place: Liege Airport

Number of People: 2

Language: English (Basic) / French or Chinese

Working House: Full time / Possible 2 shift

### **Job Description**

1. Coordinate for the inbound air shipment information and documents base on the SOP.
2. Coordinate with airport warehouse and transport suppliers for the inbound flight cargo breakdown and transfer instruction.
3. Communicate with ground handler warehouse onsite team for the inbound ULD breakdown process and transfer status
4. Register and follow the inbound flight ULD management
5. Monitor and problem solve for the cargo and flight operation abnormal

### **Requirement:**

1. College degree and above
2. Logistics, International Trading, IT and other related majors are preferred
3. 2 year and above logistics and freight forwarder work experience
4. Good communication skill and adaptability
5. Team spirit and self-motivation
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#### **Position: Warehouse Operator**

Working Place: Liege Airport

Number of People: 2

Language: English & French

Working House: Full time / Possible 2 shift

#### **Job Description**

1. Coordinate and control for the cargo delivery and pick up status in the warehouse.
2. Cargo transport CMR and POD document control and filling
3. Warehouse cargo inventory daily check and report
4. Monitor and problem solve for the cargo and flight operation abnormal in warehouse.

#### **Requirement:**

8. College degree and above
9. Logistics and other related majors are preferred
10. 1 year and above warehouse operation work experience
11. Good communication skill and adaptability
12. Team spirit and self-motivation
13. Good command of Microsoft Office
14. Belgian nationality or with long-term residence

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#### **Position: Accountant**

Working Place: Liege Airport

Number of People: 1

Language: English & French

Working House: Full time

#### **Job Description**

1. Verifying the accuracy of invoices and other accounting documents,
2. Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable).
3. Reconciles records with internal business departments or external vendors or customers.
4. Prepare bank transaction application and operation
5. Prepare financial statements and produce budget according to schedule
6. Analyze financial information and summaries financial status
7. Cooperate with external audits to ensure accounting & tax compliance

#### **Requirement:**

1. Bachelor's or master's degree in accounting or finance
2. Minimum 5 years' experience in accounting positions
3. Knowledge of Belgium accounting rules, regulations, policies and procedures
4. Solid Excel skills and exposure to automated accounting systems
5. Good communication skill and adaptability
6. Team spirit and self-motivation
7. Belgian nationality or with long-term residence

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#### **Position: Executive Secretary to General Manager**

Working Place: Liege Airport

Number of People: 1

Language: English & French (Basic), Chinese is plus

Working House: Full time

#### **Job Description**

1. Maintain executive's agenda and assist in planning appointments, meetings, travel etc.
2. Attend meetings and keep minutes
3. Receive and screen phone calls and redirect them when appropriate
4. Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
5. Handle confidential documents ensuring they remain secure
6. Prepare and record company bills and expenses to accounting department.
7. Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
8. Maintain electronic and paper records ensuring information is organized and easily accessible
9. Conduct research and prepare presentations or reports as assigned

#### **Requirement:**

1. Bachelor's or master's degree in business administration or relative majors
2. Minimum 3 years' experience in executive secretary or similar administrative role
3. Knowledge of office management and basic accounting procedures
4. Familiarity with basic research methods and reporting techniques
5. Excellent organizational and time-management skills
6. Outstanding communication and negotiation abilities
7. Integrity and confidentiality
8. Team spirit and self-motivation
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