

Job:personal assistant

Main duties:

Play a role of linking up and down, and earnestly achieve a full range of services. Be responsible for the layout, implementation, inspection, supervision and implementation of the specific management work of the enterprise.

- Do a good job of organizing manager meetings and meeting minutes.
- Draft and release documents such as resolutions and decisions.
- Do a good job of issuing, registering, transmitting, urging, filing and archiving documents.
- Representing employers in certain business negotiations, preparing contract documents to be signed for employers, and being able to plan the signing ceremony between employers and negotiators.