



China-Britain Business Council (CBBC)/英中贸易协会

The China-Britain Business Council (CBBC) is the UK's leading independent source of China business information, advice, consultancy and services for UK industry.

For more information about us, please visit our website at <http://www.cbbc.org>.

In conjunction with our member organisation, **Manchester Metropolitan University (MMU)**, CBBC is currently looking to recruit a candidate for the following position, which will be based in Wuhan.

Support Executive — Manchester Metropolitan University (MMU)

Location City: Wuhan

Package: Competitive

Company and role introduction

Manchester Metropolitan University is home to a diverse international student population from more than 130 countries. The University is ranked amongst the world's top 200 universities under 50 years old, which is a measure of its commitment to delivering and supporting quality research and teaching.

More information can be found at <https://www.mmu.ac.uk/>

Job Description

We are looking for a Support Executive to provide professional administrative support to our China Office Team and UK University staff visiting China. You will support in a variety of capacities, such as assisting with travel arrangements, arranging meetings, supporting visits from external stakeholders, assisting in day-to-day management of the office, processing invoices, managing and coordinating diaries and taking minutes when necessary.

As the first point of contact in our office, your role will include answering and screening incoming phone calls, managing post and receiving visitors. You will also support the General Manager with financial management, processing related documents including invoices, budget reconciliation and management of petty cash to ensure that payments are processed in a timely manner.

Job Requirements

As the successful candidate, you will have:

- Excellent communication and interpersonal skills, in Chinese and English, when dealing by telephone, in writing and face to face.

- Excellent administrative and organisational skills, with the ability to prioritise work, manage multiple tasks and deliver to tight deadlines under pressure.
- Strong interpersonal attributes, good team player and attention to detail.
- Excellent working knowledge of Microsoft Office applications to an advanced level (Word, Excel, PowerPoint).
- Appreciation of the importance of customer service.
- Education: Educated to degree level or equivalent qualification. Work experience may be taken into consideration in place of academic awards.
- Strong English (minimum IELTS 5.0 or equivalent) and native/fluent level Mandarin.
- Experience of working in a multi-functional administrative role, preferably in a complex, large organisation.
- Experience in managing an office environment.
- Experience in a customer service role, demonstrating a strong understanding of and commitment to customer services.
- Willing to work flexibly when required (including evenings and weekends) in line with the demands made on the office.

The job holder will report to and be supported by General Manager (China Office), MMU.

Interested candidates are invited to send a letter explaining how your personality and experience meet our requirements and an indication of your current salary and expected salary together with detailed CV to the following email address: CBBCHR@cbc.org by **12th May 2021. Please use "MMU Support Executive WH– Candidate Name" as the subject of the email.**

We regret that only short listed candidates will be notified.

- **Telephone enquiries and personal visits will NOT be accepted.**