

### Job Description – Executive Office

<b>Title</b>	Entry Level, TBD	<b>Job Family</b>	Admin + Executive Office
<b>Reports to</b>	Head, Executive Office	<b>Location</b>	Mumbai

#### Job Purpose

Bank of China India Branch currently looking for Candidates having good command over Chinese Language for entry level opening in the Executive Office.

#### Personal trends

Candidate need to be Energetic, possess positive attitude, keen on new learnings, can multitask, understand and respects different cultures, proactive, well disciplined and carries a professional attitude

#### Basic Skills and Competencies

- Knowledge of Chinese Language (Speaking, Writing, Reading)
- Awareness about China and Chinese Culture
- Good command over English Language for communication and writing skills to do reports and circulars
- Ability to Multitask

#### Qualification

- Minimum Qualification Required is a bachelor's degree in any field with a work experience of 2-3 years
- Chinese language proficiency HSK Level 5 & above
- Good command in English and local language (Hindi or Marathi)
- Study or work experience in China will be preferred
- Good with MS Office

#### Job Specifications

- To assist Executive office team in translation, drafting reports, etc
- To support existing team in day-to-day activities – vendor interaction & management, office management, organising cultural activities, etc