



### Admin Assistant:

#### Job Duties:

1. Collection & Preparation of Training plan and Organization of Trainings
2. Recruitment related support
3. Travel and Visa Management
4. Eventual reception works such as phone system;
5. Visitors receiving, civil express arrangement, etc;
6. Be responsible for meal/water ordering and delivering;
7. Medicine purchasing and first-aid management;
8. Admin warehouse tidy;
9. Coordinate and support for employee activities;
10. Assigned tasks by Human Resource Manager.

#### Qualifications:

1. Senior high school or above;
2. At least 3 years working experience in adjacent area
3. Daily communication;
4. Computer skills (Microsoft Office);
5. Team work;

备注：满足以上招聘条件及有意愿者请发送简历至：[office@pollmann.cn](mailto:office@pollmann.cn)这个岗位工作地址在中国昆山（我们工厂距离上海约60KM）



Insofar as personal names are given only in masculine form, this applies equally to women and men.



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**POLLMANN MECHATRONICS (KUNSHAN) CO., LTD.**

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