



International Top Talent

International Top Talent (ITT) is looking for a

Project Assistant

What are your tasks and responsibilities?

- You will assist in search and selection processes of Chinese professionals for the European market
- You will be involved with the project management of events organized by ITT Shanghai office
- You will conduct Sino-Dutch researches and learn to provide professional consulting services
- You will assist in day to day tasks, such as translating during meetings, making appointments
- You will work on preparing promotional materials, website, newsletters and logistics

Are you the one we are looking for?

- You are a university student or a fresh graduate with an international mindset
- You are available on a full time basis
- You have strong communication skills, in both Chinese and English
- You have strong organization skills
- You are energetic, trustworthy, strong motivated and eager to work hard
- You show a pro-active attitude and are capable of working independently and in a team

Benefits

Rewarding payment. You will work in a dynamic and international environment where pro-active and independent working is encouraged. The first 4 months will be the probation period. We will decide whether to extend your contract based on your performance.

Interested?

Send us your resume at "shanghai @ internationaltoptalent.com" before 30 November.

About International Top Talent

International Top Talent (ITT) matches professionals from China to companies and research institutes from and in the Netherlands, Europe. We focus in particular on engineers and professionals with a technical background. Through a personal approach, we help international candidates to prepare for assessments and interviews at the international companies. We also assist in the relocation process. International Top Talent is active in the Netherlands and in China. www.internationaltoptalent.com