



## 跨境贸易综合服务商

### Integrated Services Providers for Cross-border Trade

Hongyuan Group was founded in January 2001. The headquarter is located in Beijing Capital International Airport. As a full range Cross-Border Trade Integrated Service Provider, Hongyuan group has been closely linked with the fast-growing air transport service industry in China. It has developed global business in aviation and port services, airport truck flight transport services, cross-border e-commerce logistics services, supply chain financial services, cross-border trade execution services and airport-related estate development. Up to the end of September 2018, Hongyuan Group has more than 30 holding subsidiaries in global wise, including Airport Hongyuan and Angel Wings Logistics, with more than 1,000 employees.

宏远集团成立于2001年，作为一家跨境贸易综合服务商，总部位于北京首都国际机场的临空经济核心区。伴随中国航空产业的飞速发展，宏远集团高瞻远瞩、精准卡位，以布局临空产业为核心，业已形成涵盖航空和口岸物流服务、跨境物流服务、卡车航班服务、跨境电商物流服务、跨境贸易执行服务、供应链金融服务、以及临空地产开发等业态的综合性、全球化的集团企业。截止到2018年9月底，宏远集团在国内外拥有包括空港宏远、桢椏物流等在内的30多家控股子公司，员工超过1,000人。

#### **Position: Executive Secretary to General Manager**

Working Place: Liege Airport

Number of People: 1

Language: English & French (Basic), Chinese is plus

Working House: Full time

#### **Job Description**

1. Maintain executive's agenda and assist in planning appointments, meetings, travel etc.
2. Attend meetings and keep minutes
3. Receive and screen phone calls and redirect them when appropriate
4. Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
5. Handle confidential documents ensuring they remain secure
6. Prepare and record company bills and expenses to accounting department.
7. Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
8. Maintain electronic and paper records ensuring information is organized and easily accessible
9. Conduct research and prepare presentations or reports as assigned

#### **Requirement:**

1. Bachelor's or master's degree in business administration or relative majors
2. Minimum 3 years' experience in executive secretary or similar administrative role
3. Knowledge of office management and basic accounting procedures
4. Familiarity with basic research methods and reporting techniques
5. Excellent organizational and time-management skills
6. Outstanding communication and negotiation abilities
7. Integrity and confidentiality
8. Team spirit and self-motivation
9. Belgian nationality or with long-term residence

Please send CV to [lgg-job@pekhongyuan.com](mailto:lgg-job@pekhongyuan.com)