



**ÉCOLE FRANÇAISE
INTERNATIONALE
DE SHENZHEN**
CHINE - ZONE ASIE PACIFIQUE NORD
Etablissement homologué AEFÉ

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CHINA

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Looking for a School Director Assistant

EFIS French school is a French school certified by the French government. There are today 4 multi-level classes with around 40 children from 2 to 12 years old.

The school is located in Shekou, Shenzhen.

The school is now looking for a School Director Assistant for a part-time job.

Tasks:

Administrative follow-up: general administration, licenses, insurances, services contract, school communication, and link with the current partner, office management, health department, and education departments.

Financial assistance: salaries payrolls, fapiao, expenses follow-up, customers invoices, link with cashier.

Offer:

Working time: 20 hours per week with a lot of annual leaves

Location: Shekou, Shenzhen

Salary: depends on profil

Position opened from 15/03/2022

Requested qualities and competences:

At least 2 years' experience in an international company

Chinese mother tongue, written and spoken English needed

Good interpersonal organizational skills

Able to easily adapt in a new environment

Flexible and open minded

Proficient in computer tools

Please send your resume to contact@efshenzhen.com and direction@efshenzhen.com