



# Job Vacancy

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| <b>Job position</b>  | <b>ADMINISTRATION ASSISTANT INTERNSHIP</b>   |
| <b>Department</b>  | <b>ADMINISTRATION</b>  |
| <b>Business Unit</b>   | <b>SPAIN OFFICE BUSINESS UNIT</b>  |
| <b>Reporting to</b>  | <b>ADMINISTRATION DEPARTMENT MANAGER</b>   |
| <b>Role and Responsibilities</b>   | <p><b>Key Responsibilities</b></p> <p><u>To handle the daily administration tasks as Administration Assistant:</u></p> <ul style="list-style-type: none"><li>-Daily office administrative duties.</li><li>-Administration related purchase ordering.</li><li>-Travel booking management.</li><li>-Control de invoices / FOL system.</li><li>-Contact with different vendors, owner of the company apartments</li></ul> |
| <b>Requirements</b>  | <p><b>Academic requirements:</b><br/>University or Business School student in Business Administration, Finance or similar etc.</p> <p><b>Others:</b><br/>Agreement with a School center is compulsory</p>  |
| <b>Skills</b>  | <p>Exhibits routine process knowledge &amp; understanding of administrative issues, under supervision</p> <p>Basic IT skills and the ability to use office equipment such as switchboards, fax machines and photocopiers</p> <p>MICROSOFT office</p> <p>Good organizational skills</p> <p>Openness to learning</p> <p>Team work skills Good English level, good Chinese level is a plus</p>                            |
| <b>T E R M S</b>   |  |
| <b>Contract</b>  | INTERNSHIP during 6 months, preferably full time   |
| <b>Work place</b>  | ZTE ESPAÑA, SLU Avenida Europa 16, 28108 - Alcobendas (Madrid)   |
| <b>Contact:</b> CV to <a href="mailto:elena.brochado@zte.com.cn">elena.brochado@zte.com.cn</a> |  |