**Project Administrative Secretary**

Job Qualifications:

1. Bachelor degree and above, no limit to major, 2 years and above work experience, familiar with new product R&D and engineering project management flow.
2. Able to lead simple project management and operation, participate in and assist on more complex project management and operation.
3. Able to use certain comprehensive management skills to solve general problems in project operation.
4. Has strong sense of responsibility, strong organizational, communicating, coordinating, and leadership capability and excellent interpersonal skills.
5. Has strong compression capacity, love for challenge, and good team-work spirit.
6. Participant work experience in planning, improving and promoting company project management process specification preferred.

Job Description:

1. Take charge in tracking new product research project development, and following up production and shipment schedule, as well as solving temporary unexpected problems in production, project and purchasing operation.
2. Take charge of data collection, processing and filing for new product research project and engineering project.

**Overseas Sales Assistant**

1. Bachelor degree or above, major in International Marketing, International Trade or English;
2. Familiar with basic flow of foreign trade, one year and above experience of foreign trade;
3. Excellent English listening, speaking, reading and writing ability, CET6 passed or above;
4. Steady and hard-working, honest and professional;
5. Has strong communication, coordination and language skills;
6. Active thinking, innovative, and quick learning;
7. Excellent fresh graduates can be considered;
8. Good command of computer operation skills.