



## Operations Manager

*The China-Luxembourg Chamber of Commerce (ChinaLux) is currently seeking a full-time operations manager, able to work independently to assist this newly founded chamber of Commerce in all its operations. S/he should provide effective support in all areas from administration over event management to business development.*

### **Scope of work:**

Under the direction of the President & the Executive Director, the Operations Manager will be responsible for the daily running of the Chamber by providing secretarial, administrative and clerical support, to ensure that operations are maintained in an effective, up to date and accurate manner.

The duties of the Operations Manager consist in, but are not restricted to the following:

- Open, sort and distribute incoming correspondence
- Perform general office duties i.e. updating & filing office files, creating correspondence, assisting with planning, promoting & assisting in the preparation of large events, greeting the public
- Record, compile, transcribe and distribute minutes of meetings
- Source, meet and maintain relations with members, institutions and government(s)
- Event management

### **Desired profile:**

- Minimum 3 years relevant experience in the administrative, secretarial or clerical field
- Bachelor degree or equivalent, in a relevant field with some clerical/administrative direction
- Used to work in an international environment. Fluency in English (oral and written). Chinese is a must ; and French language knowledge would be preferred
- Detail oriented, flexible, strong organizational, oral & written communication skills
- Strong computer skills and knowledge of relevant software (i.e. Microsoft Office package, IOS)
- Able to work independently and to take initiatives
- Open-minded, polyvalent, excellent social and relational skills and team player

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**We offer:**

- A truly and high-level international working environment
- An introduction to a great network in Luxembourg, China and the world

If you are reliable, efficient and your profile matches our requirements, we invite you to submit your resume and cover letter to the China-Luxembourg Chamber of Commerce, at the following e-mail address: [info@china-lux.lu](mailto:info@china-lux.lu)

ChinaLux A.S.B.L.

[www.china-lux.lu](http://www.china-lux.lu)