

## **Job Description**

### **Beijing City International School**

#### **北京乐成国际学校**

#### **职位说明**

#### **TITLE: PA Intern**

职位：公共事务部实习生

#### **RESPONSIBILITIES: 岗位职责:**

1. Assist to complete expat staff and family Work Permit/Notice extension and work visa extension  
配合完成外籍员工及家属的就业许可延续和工作签证续签工作
2. Assist to undertake expat staff visa related filedocumentation.  
配合进行外籍员工签证相关归档工作
3. Assist to complete Student ID file documentation  
配合完成学籍档案整理工作
4. Other ad-hoc. The intern's job descriptions are  
其他安排的临时类工作

#### **Qualifications required 资格要求**

1. University/college students majoring in English or management  
英语或管理专业的大学生
2. Excellent communication skills both in Chinese/English  
良好的中英文沟通能力(阅读和写作)
3. Patient, initiative and good team player  
有耐心, 积极主动, 良好的团队合作精神
4. Computer literacy: Word & Excel  
计算机能力: Word 和 Excel
5. Working time: Work three to five days a week, or during the summer vacation  
工作时间: 每周工作 3 到 5 天, 或在暑假期间