

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