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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 PermitNotice 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