



Position:

Office & Projects Assistant

Industry tags: Trading, Art & Culture

General info:

- Full-time (time allotted for relevant Mandarin classes)
- Location: Xiamen, China
- Company: Based in Xiamen & USA
- Nationality: Any

Company description:

Company's founders have been based in Xiamen for 25 years, and have truly grown with the city. The company is multi-faceted but the internship will be focused on the trading aspect. Company manufactures small art items and ceramics for sale in large stores such as Wal-Mart. As well as their work in trading and art, the founders also own one of Xiamen's premiere Italian restaurants.

Job description:

Tasks will include:

- Assisting with factory visits;
- Help maintain project management progress reports;
- Review and process product orders;
- Manage the relationship between the American and Chinese offices;
- Liaise with clients;
- Provide opinions and insights into ongoing product ideas;
- Assist with general admin.

Qualifications & Experience:

- Fluent in English
- Computer & Microsoft Office skills
- Open-minded, flexible and creative
- An interest in art, culture and international trade

Job duration: 1-3 months (flexible)



Application instructions: Send resume and cover letter to internships@middlekingdom.us, quote Job ID "XM-306". See www.middlekingdom.us for more information.

Deadline for application: **Ongoing**

About MKG:



Middle Kingdom Group, headquartered in China, is a UK-registered organization offering teaching and internship opportunities in China for undergraduates or graduates from any major. MKG is an equal opportunities employer. Company Registration: 8348875