

# **Bank of Communications Frankfurt Branch**

## **Recruitment**

### **Introduction:**

The Bank of Communications, Frankfurt Branch, was founded in 2007. The parent company in China is one of the country's leading banks with over 68,000 employees. Over 2.600 branches are operated worldwide, incl. in Hong Kong, New York, Tokyo, Singapore, Seoul, Frankfurt a. M. and Macau. The bank is regarded as a bridgehead for trade between China and Europe and operates the following types of business in particular: National and international payment processing, Overseas trading (export/import), Lending, Deposit banking, Foreign exchange trading, Cash management, Money transfers.

### **To apply**

- Please send your resume (English and Chinese versions with photo) to **frankfurt\_branch@bankcomm.de**. The position applied should be indicated in the subject line.
- Please tell us whether you agree to our keeping your resume, otherwise we will not store your data into our resume pool.
- A preliminary result is expected to give within 4 weeks after resume received.
- For further enquiries, please contact us by email.

## **综合业务岗(实习)**

### **岗位描述:**

含行政助理岗位、人力资源助理等岗位。

### **岗位任务:**

1. 接转电话，收发传真；
2. 整理存放文档资料，收发管理信件快递，发放公文；
3. 协助完成办公资产、办公用品与杂物的采购、维护和管理，统计行政费用的使用情况；
4. 维护公司日常办公秩序和办公环境，协助定期检查；
5. 协助组织培训交流活动。

### **岗位要求:**

1. 教育、法律、文秘、德语、英语、人力资源等相关专业学士或者研究生学历；
2. 德语熟练，英语较好；
3. 熟悉书面往来信函写作，熟练使用各类办公软件；
4. 工作勤劳认真，善沟通，学习能力强，身体健康；
5. 有同业从业或实习经历者经验，文字写作能力较强者优先考虑。

岗位性质：实习生

入职时间：近期。

人数限制：1人。

### **Contact:**

Please send your detailed Resume/CV by e-mail to

Frankfurt\_branch@bankcomm.de