

Working at Melchers 在美最时工作

We give major importance to mutual respect and tolerance in any relationship, regardless of the person or position. Our flat hierarchies allow for quick feedback and access to management. Our low staff turnover reflects our reliability and stability as an employer. In order to drive success, we work with annual objectives for each staff member and operate in an environment of providing feedback and seeking continuous improvement from all teams and employees.

在任何关系中，我们都非常重视相互尊重和宽容，无论对方是什么人或职位。我们采用扁平化的层级结构，可以快速获得反馈并与管理层取得联系。我们的员工流动率很低，这反映了我们作为雇主的可靠性和稳定性。为了取得成功，我们为每位员工制定了年度目标，并为所有团队和员工提供反馈和寻求持续改进的环境。

As part of our team, we offer the opportunity to gain practical experience in a dynamic working environment and to gain insight into the operational processes of our company. We are looking for a:

作为美最时团队的一部分，我们将提供机会，让你在充满活力的工作环境中获得实践经验，并深入了解我们公司的运营流程。美最时中国正在寻找一位：

Trainee – ShowCase

实习生– ShowCase

Location: People's Square in Shanghai

地点：上海人民广场

Report to: Administration and Technical Executive & Director of Operations

汇报对象：行政与技术主管和运营总监

Job description:

岗位描述:

1. Project Support Operations: Including but not limited to researching, organizing, and archiving materials to ensure the accuracy and completeness of project information.

支持项目运转：包括但不限于资料查找、整理与归档，确保项目信息的准确性和完整性。

2. Clerical Work Handling: Such as preliminary translation and proofreading of textual contracts (both Chinese and English), preparing and submitting order requests, and written communication with clients and suppliers.

处理文书工作：如文字合同的初步翻译与校对（中英文），订单申请的准备与提交，以及与客户和供应商的书面沟通。

3. Assistance in Daily Operations: Familiarity and participation in daily operational activities of projects, including inventory management, logistics tracking, etc., to ensure smooth processes.

协助日常运营：熟悉并参与到项目的日常运营活动中，包括库存管理、物流跟踪等，确保流程顺畅。

4. Project Documentation Management: Maintaining all project-related documents, including meeting minutes, progress reports, etc., ensuring timely updates and sharing of information.

项目文档管理：维护项目相关的所有文档，包括会议纪要、进度报告等，确保信息的及时更新与分享。

5. Administrative & Coordination Tasks: Supporting various administrative needs of the project team and facilitating interdepartmental coordination.

行政与协调任务：支持项目团队的各种行政需求，以及跨部门间的协调工作。

6. Participation in Project Optimization: Proposing improvement suggestions based on daily work observations and feedback to enhance project efficiency and quality.

参与项目优化：通过日常工作的观察与反馈，提出改进建议，助力项目效率与质量的提升。

Requirements:

岗位要求

1. Education Background: Graduate student (in pursuit of a degree), majoring in Business, Logistics Management, International Economics and Trade, Operations Management, Business Administration, or related fields. Preference will be given to those with an interest in project management.
教育背景：研究生在读，主修商学、物流管理、国际经济与贸易、运营管理、工商管理或相关专业，对项目管理有兴趣者优先。
2. Language Ability: Excellent oral and written communication skills in both Chinese and English, capable of fluent contract translation and business communication in both languages.
语言能力：具备优秀的中英文口头和书面沟通能力，能够流利地进行中英文合同翻译与商务沟通。
3. Technical Skills: Proficient in MS Office/Office 365, especially Word, Excel, PowerPoint, and Teams.
技术技能：精通MS Office/Office 365，尤其是Word、Excel、Powerpoint、Teams。
4. Thinking Ability: Possessing outstanding critical thinking and problem-solving skills, able to quickly adapt in a fast-paced work environment and find effective solutions.
思维能力：拥有出色的批判性思维和问题解决能力，能够在快节奏的工作环境中迅速适应并找到有效的解决方案。
5. Work Attitude: Proactive, highly responsible, able to work independently and meet deadlines, with good teamwork spirit.
工作态度：积极主动，责任心强，能够独立工作并按时完成任务，同时具备良好的团队合作精神。

Traineeship

实习

- Full-time or part-time traineeship.
全日制、兼职均可
- Preferable 6 months (but flexible)
最好为期 6 个月（可灵活调整）
- Working student at least three days a week
每周至少工作三天
- Open to travel within Shanghai to other business sides
可在上海市内出差

Applicants are requested to send their motivation letter, CV, and expected annual salary to Jojo Zhang at jojozhang@melchers.com.cn

申请者请将求职信、简历和工作时间发送至 jojozhang@melchers.com.cn