



Mainland China

## **Assistant to General Manager**

### **responsibility**

Reporting to General Manager with below responsibilities:

- Assist general manager to manage JV;
- Fully responsible for establishing, perfecting, implementing of H&S system;
- Fully responsible for performance appraisal & regulations of JV;
- Assist General Manager to coordinate and communicate with departments;
- Assist General Manager with project management;
- Actively support all H&S management initiatives and principles. Ensure all work in the dept is in accordance with H&S systems.

### **requirement**

- Bachelor or above;
- Experience of company management and project management;
- Proficient in water treatment technology and have certain management skill of project;
- Top level management experience;
- Proficient in computer;
- Good in English reading, speaking and writing.

### **contact**

Interested party may send us your resume to [hrd.wo@sinofrench.com](mailto:hrd.wo@sinofrench.com) .