

## **Job Description**

**Job Title:** Assistant of the Board

**Working Location:** Aachen

**Job Responsibility:**

- communicate with the business partners like the notary, Finance office, tax advisor, and suppliers, etc.;
- daily office management including answering the company telephone, dealing with the invoice and company letters;
- help organizing events;
- assist managing directors for the travel arrangement;

**Requirements for the Candidate:**

- good communication skills;
- good German, English skills,;
- basic Chinese skill (not mandatory);
- familiar with the office software;

**About ZXZ Investment GmbH:** ZXZ Investment is registered in Aachen in 2012 and the registration capital is 600,000 EUR. ZXZ Investment focuses on the investment of business opportunities between China and Germany. ZXZ Investment has two offices in Aachen and Qingdao.