

Executive Assistant to Consul-General – LE4 – January 2023

Agency 隶属部门	Department of Foreign Affairs and Trade 外交部
Location 工作地点	Shanghai 上海
Title 职位名称	Executive Assistant to Consul-General 总领事助理
Classification 级别	LE4
Contract Period 合同期限	Fix term contract of 12 months with possibility for extension 12个月固定期限合同，有续签机会
Reports to (title)汇报上级	Consul-General 总领事

The successful applicant will be offered an initial fixed term contract of 12 months with the possibility for extension and are subject to a probationary period.

The annual basic salary for this position is **CNY168,979** plus the employer's social security contributions.

Your application, written in English, addressed in the title '**Application for Executive Assistant + your name**' must include:

- A one-page pitch of no more than **1000** words outlining how your skills, experience and qualifications make you the best person for the job.
- Curriculum vitae including **your nationality and country of residency**. If you are an Australian citizen in China, please advise your Chinese visa category.
- Contact details for two work-related referees (at least one should be your current or recent supervisor).

Applications and inquiries should be emailed to acgshanghai.recruitment@dfat.gov.au. Closing date for applications is **5pm, 7 March 2023**. Please consider your application unsuccessful if you have not received any contact within four weeks from the closing date.

What should I include in my pitch? 小贴士

- Your one-page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian Consulate General, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?
- Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

About the Australian Government's Department of Foreign Affairs and Trade (DFAT) 关于澳大利亚外交部

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity,

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delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas.

The Department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position 职位信息

The Executive Assistant to the Consul-General provides high quality executive and administrative support under general direction to the Consul-General and the Consulate-General. The key public-facing position plays an active role in organising, coordinating and assisting with arrangements to achieve and support strategic priorities of the Consulate.

The key responsibilities of the position include, but are not limited to: 主要职责

- Provide high level executive, administrative and organisational support to the Consul-General.
- Develop and maintain internal and external networks and relationships with key stakeholders.
- Prepare and manage the Consul-General's program and schedule of appointments, including arranging official appointments, meetings, lunches and other appointments (including facilitating video conferencing), transportation, receiving and escorting official visitors and coordination of travel arrangements.
- Prepare programs, invitations, and logistical support for representational events and functions hosted by the Consul-General and maintain accounting records for the Consul-General's representation allowance, reimbursements and advances.
- Assist in the preparation of documentation, including drafting cables, diplomatic notes and other correspondence, and conduct research as required.
- Assist with visit programs and logistical arrangements for visiting Australian Ministers, parliamentarians and senior officials.

Qualifications/Experience 职位所需技能和经验

- Previous experience providing high-level executive and administrative support.
- Excellent communication skills in written and spoken English.
- Excellent office management and organisation skills, and well-honed initiative and an ability to think flexibly and effectively under pressure
- Strong interpersonal skills, including an ability to liaise, negotiate and consult with internal and external stakeholders and experience in working in a close, tight-knit team.
- Strong capacity to exercise discretion and sound judgement.
- Proficient knowledge and use of commercial software applications (e.g. Microsoft Office).
- Knowledge of, or an ability to quickly acquire a knowledge of Australian Government legislation or departmental policy and guidelines in relation to the position duties.

Desirable 优先考虑

- Previous experience working in a Consulate or comparable environment.

截至时间：北京时间 2023 年 3 月 7 日下午 5 点