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**Job Description –External Relation Domestic Reception Position**

Department: University Affairs Report to: University Affairs Director

 **Position Summary**

* Handle university daily domestic reception.
* Handle Chinese Staff Official Oversea Trip Procedure
* Assistant university leadership assistant team

**Qualification**

* Bachelor degree or above
* Excellent fluency in both oral and written English

**Preferred Qualification**

* Oversea work experience

**岗位书 - 对外关系中心国内接待岗**

部门：校办公室 汇报：校办主任

**岗位职责：**

1. 负责学校日常国内接待事务
2. 负责学校中方人员因公出国手续事宜
3. 协助校领导行政助理团队

**聘任条件：**

必备条件

1. 本科及以上学位；
2. 优秀的英语书面及口语表达能力。

优先条件

1. 有海外留学、相关工作背景者优先考虑。