

Assistant to Ambassador

The Polish Embassy is looking for an assistant (Male or Female) to the Ambassador. The responsibilities will include:

1. Contacting Chinese authorities, companies or institutions as well as foreign diplomats in China,
2. Translations,
3. Arranging meetings,
4. Searching for information,
5. Helping the Ambassador and his family in everyday life etc.

We are looking for a person with thorough research skills and ability to aggressively and creatively find information needed, good organizational talents and experience in use of computer and information technologies. Absolutely necessary is a very good knowledge of Mandarin and English and excellent communication skills. Please send your offers to: pekin.amb.sekretariat@msz.gov.pl