

**German Centre
for Industry and Trade
Beijing Co. Ltd.**
Unit 1111, Landmark Tower 2
8 North Dongsanhuan Road
Chaoyang District
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People's Republic of China

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Customer and Tenants Administration (starting 11.02.2019)

If you enjoy working in an international environment, are open-minded and like to interact with customers and clients and like to work reliably and IT based, you are exactly in the right place with us. The German Centre Beijing offers you the opportunity to actively contribute in the Tenancy Department.

German Centre for Industry and Trade Beijing Co. Ltd.:

The German Centre Beijing is a 100% subsidiary of the Landesbank Baden-Württemberg and its objective is to provide comprehensive support mainly to German companies in order to establish their own bases in an emerging market. The German Centre Beijing provides flexible office space and various business centre services. Moreover, the German Centre provides consulting services to German enterprises; these include support in administrative affairs as well as advice in managerial questions.

Tasks:

- Administration of the Tenant Relations contracts and in dealing with matters related to tenant requests and the building management as well as supporting daily operations,
- Support and preparation of documents for tenancy agreements, company registrations and business address changing procedure,
- Correspondence with both Sales and Property Management in each building on tenant related (technical) issues, i.e. hand over, re-instatement work, car-park allotments, complaint management
- Data entry and update of customer relationship management (CRM) system
- Provide Management Reports and Deadline reporting for Management out of the data base
- Collecting and filing relevant tenant's information

Your background:

- Fluency (oral and written) in English and Chinese (Mandarin), German is a plus,
- University degree, preferably with business background
- At least 2 years of working experience in service industry such as real estate/facility management/hotel or business consultancy services with a good technical and legal understanding in related areas
- Excellent intercultural communication and (self-) organization skills
- Diligent, yet fast and flexible when doing your job, clear customer orientation

- Proficient IT knowledge of MS-Dynamics (CRM), digital working style

What we offer:

- Dynamic and international working atmosphere in a modern office with PM2.5 air-con filters and height-adjustable desks, excellent location in Lufthansa area (metro line 10)
- Competitive package (salary, holiday, training, annual health check, great colleagues)
- Network to German enterprises and institutions in Beijing

Contact us:

Send your CV and all relevant supporting documents and certificates together with a salary indication (local employment) to application@germancentre.cn by January 4th, 2019.

We are looking forward hearing from you!