

Corporate Office Manager (f/m/d)

We have a vacancy at China Europe International Exchange (CEINEX) AG in Frankfurt am Main for full-time (40 hours per week)

Organization

Based in Frankfurt/Main, Germany, CEINEX is a joint venture established by Shanghai Stock Exchange, Deutsche Börse Group and China Financial Futures Exchange. As the first platform for China and Renminbi related financial products outside of China, we act as a unique bridge between the Chinese and international financial markets. CEINEX is dedicated to promoting the cooperation between and mutual development of Chinese and international financial markets. CEINEX promotes RMB internationalisation and capital market liberalisation. It develops and markets financial instruments based on Chinese underlyings to international investors outside mainland China.

The Corporate Office section is the interface between various corporate central functions and business development. You will be responsible for the effective interface management and the development of well-structured solutions as decision proposals.

Your tasks/responsibilities

- Development and drafting of information- and decision documents for various boards and committees as well as preparation and implementation of boards and committees
- Preparation of research documents and analysis of the company's ecosystem and development i.e. financial development, competition and market environment
- Support within the development of creative and constructive solution approaches
- Support the board in adherence to compliance and prepare regular reports on new regulations to the board
- Other ad-hoc tasks and projects as assigned by manager

Our requirements

- University degree in economics, business administration or equivalent
- At least 2 years of experience in corporate governance, financial planning, strategic planning or project management role
- Strong analytical skills combined with the ability to work under pressure with high degree of reliability and autonomy
- Focus on delivery with result-oriented and structured approach to problem solving
- Ability to prepare and communicate complex analysis and visualisation for different target groups
- Strong organizational skills and a precise and structured working style
- Excellent conduct of MS Office applications, specifically Excel and PowerPoint
- Excellent interpersonal skills and ability to work in a multi-cultural environment
- Proficiency in written and spoken English; Chinese/ German skills will be an asset

At CEINEX you will be working in an exciting, fast-paced start-up environment with a global impact. There are numerous good reasons to work for us: responsibility at an early stage, attractive social benefits, an international working environment and a broad variety of career opportunities. Applications from disabled persons are welcome.

Interested?

We look forward to receiving your application to hr@ceinex.com. We are also happy to answer any individual questions you might have by telephone: +49 (0) 69 2474 159 51.

China Europe International Exchange AG (CEINEX)

Recruitment

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