

## **Working Student at China Europe International Exchange AG**

We have a vacancy at China Europe International Exchange (CEINEX) AG in Frankfurt am Main for a working student (15 – 19 hours per week).

### **Working Student Team Assistant (f/m/d)**

#### **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.

As Team Assistant, you will support our company's Corporate Affairs team. As such, you will act as front desk assistant, support the back-office organization and assist with the following tasks:

#### **Tasks/responsibilities**

- Welcome visitors and prepare meeting rooms
- Receive, sort and forward incoming mail
- Manage and track incoming invoices
- Support the filing system and archive
- Other ad-hoc tasks and projects as assigned by manager

#### **Qualifications/required skills**

- You must be enrolled in a recognized university program
- Fluent in both written and spoken English and German, Chinese language skills will be an asset
- Proficient in MS Excel and MS PowerPoint
- Precise and structured working style and good organizing skills
- Pleasure in working in a multicultural team

Additionally, you need to be a team player with good communication skills, highly motivated and flexible. At CEINEX you will be working in an exciting, fast-paced start-up environment with global impact.

#### **Interested?**

We look forward to receiving your application via E-Mail to [hr@ceinex.com](mailto: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)**

Recruiting

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