



中国农业银行

AGRICULTURAL BANK OF CHINA

法兰克福分行

FRANKFURT BRANCH

As one of the major integrated financial service providers in China, the Agricultural Bank of China is committed to building an international first-class commercial banking group with featured operations, efficient and convenient services, diversified functions, as well as demonstrated value-creation capability. ABC has been included in the list of Global Systemically Important Banks since 2014.

Since its foundation in November 2013, Agricultural Bank of China Frankfurt Branch takes full advantage of ABC's global financial services platform to provide financial services to both Chinese enterprises and local clients in Continental Europe.

For our team in Frankfurt am Main, we are looking for a full-time position of

Administration Officer (m/f/d)

Required Experience and Knowledge

- Bachelor's degree in banking related areas, including finance, finance management, economics, accounting, commerce or German language related degrees etc.
- Fluent in German and Chinese.
- Ability to work independently, very good communication skills.
- Teamwork and resilience.
- German driving license.
- Proficiency in Office software.

Work Task

- Implement Administration policies and strategy
- Department/Branch report drafting
- Contact with external suppliers, services, associations
- Company car management
- Business reception and hospitality
- Fixed asset management and regular check
- Daily office management
- Other ad hoc tasks

Our Offer

- Attractive working environment in an international bank
- Competitive compensation based on performance and position
- Central location in Frankfurt city center with excellent transport links
- A great and committed team that works together to achieve common goals

Are you interested in joining an international and significant Bank in the financial world, where you will realize your full potential and prepare yourself for the coming great challenges? Then we look forward to your meaningful application with the possible start date and expectation of annual salary.

Start Date: As soon as possible

Your contact person:

Agricultural Bank of China Frankfurt Branch

Mr. Ugur Ziyali

Ulmenstr. 37-39, 60325 Frankfurt am Main

Tel: 069-401 255 133

Email: recruitment@abchina.com.de



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