

 Sinolytics is a Berlin-based specialized consultancy entirely focused on China. It provides in-depth research, expert analysis and strategic advice to international companies and investors to enable well-informed China strategy development and decision-making. Sinolytics puts a special focus on the opportunities and challenges arising from China's rapid technological and digital transformation.

## **Open position: Executive Assistant (part-time possible)**

Sinolytics ([www.sinolytics.de](http://www.sinolytics.de)) is looking to strengthen its team with an Executive Assistant.

The successful applicant must have a high level of integrity and discretion, great attention to detail, strong organizational talents, excellent communication skills and the ability to juggle multiple tasks in a fast-paced work environment. Fluency in German and English as well as proficiency in Microsoft Office applications is obligatory. Prior experience with China is an asset, but not a requirement.

Responsibilities include:

- Plan, implement and coordinate administrative processes, for example:
  - scheduling and calendar management
  - meeting preparations
  - management of corporate records
  - domestic and international travel arrangements
  - office management
- Facilitate internal and external communication flows
- Support the management of high-profile client relations
- Manage expense reports and invoicing, coordinating with our tax and accounting bureau
- Coordinate with external service providers, e.g. IT Services, graphic/web designers
- Support the internal knowledge management system

Sinolytics is a young and fast-moving start-up in the center of Berlin. The successful applicant will become part of a dedicated and passionate team, work on a diversity of tasks and responsibilities, and have an opportunity to learn and grow with an expanding enterprise.

**Starting date:** As soon as possible.

If you have further questions about Sinolytics please contact us at [info@sinolytics.de](mailto:info@sinolytics.de). If you would like to become part of the Sinolytics team, please send your letter of motivation and CV to [applications@sinolytics.de](mailto:applications@sinolytics.de).