



"entrepreneurial investment & advisory"

GNS China: Director of Administration

ALL APPLICANTS MUST SEND CV AND COVER LETTER DIRECTLY TO info@gnschina.com by [14/March/2010](#)

Type: *Full Time*

Location: Beijing

Job Commencement: ASAP

Job Qualifications:

- minimum of eight years experience (HR and financial management)
- fluency in both Mandarin and English
- demonstrated strong interpersonal and communication skills
- ability to manage and prioritise multiple projects, and meet specific deadlines
- must be highly organised, with an ability to work both independently and as part of a team
- good creative problem solving skills
- highly trustworthy, responsible and a good role-model

Job Description:

This is an internally focused role that involves a combination of human resource manager, financial controller, marketing coordinator, and office management duties; alongside to providing assistance and guidance to employees reporting to this position. Please contact Ms Rebecca WANG (rwang@gnschina.com) for the full job description.

Company Description:

GNS is an Asian focused, entrepreneurial investment and corporate advisory group.

GNS China is a subsidiary of GNS International Limited (GNS), a Singaporean public company which has offices, including via our network of affiliates, in Australia, China, India, Indonesia, Malaysia, Mongolia, Singapore, Thailand, and parts of Europe.

We facilitate and make investments in China related opportunities and provide corporate advisory services to entities and high-net-worth individuals – especially in relation to cross-border transactions involving the China market.

Our team is multi-cultural and multi-disciplined, with in-depth knowledge and experience across various market scenarios and jurisdictions.

We are a member of a number of associations and chambers of commerce, including the China Mergers & Acquisitions Association and CBEX (China Beijing Equity Exchange). Our clients and partners include multinationals, private companies, small-medium enterprises, government, non-profit organisations, and publicly listed corporations.