

Document Production Associate (Job Code: DPA07)

Introduction

SmithStreetSolutions is a newly-established Knowledge Process Outsourcing firm with offices in Shanghai, New York and Nanjing. We are looking for smart and motivated people who are looking for a good place to develop their career. We want team-players who will help us create a multi-cultural business that is successful and unique.

Production Associate at SmithStreetSolutions is an instrumental part of creating client presentations. Production Associate interacts with professional teams from across the globe and must be able to thrive in a fast-paced environment. This job is open for people who are looking to develop themselves for the long-run. You will improve your English language skills and cultural understanding by working side-by-side with talented foreign employees. Moreover, you are going to get a deep understanding about how major global corporations make decisions because you will put together the presentations and documents that are used to turn ideas into action.

Responsibilities

In a fast-growing and dynamic company like SmithStreetSolutions you will have the opportunity to define a role that suits your talents and interests. Initially, we see your responsibilities along a number of broad areas:

- Create English-language client presentations using Microsoft PowerPoint
- Collaborate with global teams to design and edit presentations
- Support additional functions such as data entry and translation
- Contribute to the growth and operational development of the firm

Requirements

The most important thing that we are looking for in our employees is attitude and outlook. We are looking for people who want to develop the firm, and grow their own skills and career. However, other things being equal, certain qualifications are desired:

- Undergraduate degree attained
- Art/Design, Business, or English-language degrees are a plus
- Microsoft PowerPoint, MS Word, and MS Excel skills
- Good English communication skills – both written and verbal
- Typing speed equal to or exceeding commonly-used standards
- Strong organizational skills and attention to detail

Please submit a cover letter and resume to campus@smithstreetsolutions.com. Please quote the Job Code DPA07 and the school name in your email subject.

文档制作顾问/制图 (职位代码: DPA07)

关于我们

斯密街咨询服务公司是一个新成立的知识服务外包公司，在上海，纽约，南京设有办公中心。我们正在寻找智慧且积极的初入职场者，寻找能够帮助我们建立一个成功而独特的多元文化公司的团队成员。

在斯密街公司，生产顾问是客户建立演示文档的支持性岗位。生产顾问与来自全球的专业团队合作，必须适应快节奏的工作环境。这个职位向所有希望长期自我提高的人开放。在与外籍同事的通力合作中你可以提高自己的英语水平和文化理解能力。更者，你可以深入了解大型国际企业是如何做决策的，因为你将为他们完成将想法转变为行动的演示文档和文件。

工作职责

在斯密街这样一个快速成长且朝气蓬勃的公司，你将有机会找到一个符合自己特长和兴趣的职位。初期，这个职位的职能比较宽泛：

- 用 Microsoft PowerPoint 为客户建立英文演示文档
- 与国际团队合作设计和编辑演示文档
- 数据输入和翻译等其他支持性工作
- 支持公司的成长和运营发展

职位要求

我们最关注的是员工的态度和潜力。我们在寻找能够发展公司，同时也能提高自身技巧和职业生涯的人。当然，其他素质也同样重要，我们要求应征者具备以下能力和素质：

- 拥有大专以上学历
- 艺术/设计，商业，英语或计算机相关专业毕业生优先考虑
- 具备基本的 Microsoft PowerPoint，Word，和 MS Excel 的操作技巧
- 良好的书面英语和口头英语表达能力
- 等于或超过正常运用水平的打字速度
- 优秀的组织能力，注重细节

请将求职信和个人简历发送到 campus@smithstreetsolutions.com，并在邮件标题中注明学校及本职位的代码 DPA07。