



Australian Government

Australian Trade and Investment Commission

# Office Assistant/Driver – Beijing

Job information pack

<b>Classification:</b>	Austrade Overseas Performance Level F (AOPL F)
<b>Total cash compensation:</b>	CNY61,800 per annum
<b>Location:</b>	Beijing, China
<b>Employment term:</b>	3yr fixed term contract, renewable by mutual written agreement
<b>Reports to:</b>	Corporate Service Adviser
<b>Position number:</b>	0858

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## Join our team

The Australian Trade and Investment Commission—Austrade—promotes Australian trade, investment, tourism and education to the world. We deliver services to grow Australia's economic prosperity.

Our purpose is to unlock opportunities that help Australian businesses go further, faster. We have a proud history of helping Australian businesses pursue their global ambitions through our international expertise and trusted networks.

We're experts in connecting Australian businesses to the world and the world to Australian business.

Our global network turns local market connections and insights into valuable export and investment support.

We contribute to Australia's prosperity by:

- linking Australian businesses to global export opportunities
- providing market and industry insights, making it easier for businesses to go global
- attracting international investment to drive local jobs and develop skills
- leading policy and programs for Australian tourism and the visitor economy
- attracting international students to study with Australia.

## Benefits of working for Austrade

Feedback from our staff tells us that Austrade is great place to work for many reasons:

- A global, flexible and diverse organisation making a positive impact
- A supportive working environment including embedded diversity and inclusion employee networks
- A high-performance culture
- Access to flexible work and generous leave provisions

## The role

The Office Assistant will provide general administrative and/or driving assistance to support the efficient operation of Austrade Posts. The position will work as part of a team under the general direction of the Post's Corporate Services Adviser, to assist them deliver a suite of corporate support services.

In this role you will:

- assist with the delivery a suite of corporate support services to ensure efficient and effective post operations
- drive official vehicles as required.

## DUTIES INCLUDE:

Provision of routine administrative support including undertaking day-to-day tasks such as:

- filing and photocopying;
- shredding of documents as required;
- facilities & office support
- overseeing and monitoring the movements of maintenance workers
- running errands as directed
- Driving official vehicles under direction of Abased and or Business Development Managers in the undertaking of official business
- Maintain official vehicles by ensuring they are clean, are fuelled and defects are reported to the CSA
- Co-operatively working as part of the region's corporate support team to deliver efficient and effective services
- Ensure consistent compliance with Austrade policies and procedures, Delegations, the APS Act, and where relevant; local labour laws within the region
- Establish and foster effective working relationships with colleagues
- Contribute to knowledge creation within Austrade, by adopting information practices, sharing knowledge and information, and by embracing best practice and development opportunities
- Work collaboratively within the Austrade network to contribute to service delivery and achieve desired outcomes, while upholding the Austrade's Values and Code of Conduct and Work Health & Safety (WHS) principles

## Eligibility

To be eligible for consideration and appointment you must have:

- **Qualification** – Hold and maintain a recognised driving qualification, where necessary
- **Experience** – More than 5 years driving experience with local or international governmental organisations
- **Work Authorisation** - to be eligible for employment with Austrade in China, candidates must be legally authorised to live and work in China at the time of appointment.
- **Language** - the successful candidate must be a highly motivated team member, fluent in written and spoken Mandarin, basic proficiency in spoken and written English is required for daily communication.
- **Security Clearance** - the successful applicant must be willing to complete an Entry Level Screening Pack and be confirmed as a suitable person to access Government resources prior to commencement in the role.
- **Digital Literacy** -Awareness of the digital environment and how to engage with clients in a digital first manner.
- Confidently use digital workplace tools to solve problems, be productive, connect and collaborate with others.

## Contacts

After reading this 'Information Pack' should you require additional information you are encouraged to contact **Flora Qiu** on +86 10 85328609

For assistance with the online recruitment system please contact the **Corporate Support Team** on +61 (2) 9392 2222.

## Application closing date

Applications close **11.30PM, Sunday, 28 December 2025 (Beijing local time)**

Applications will only be considered when submitted through Austrade's online recruitment system.

## What you'll need to be successful

The Office Assistant will:

- Hold and maintain a recognised driving qualification, where necessary
- Basic workplace English communication, local language skills and an understanding of local culture and practices
- Proficient in using laptop computer, office suites software and basic financial systems
- Ability to understand, interpret and respond to requests
- Willingness to be part of a team and contribute to outcomes
- Experience in one or more of the following areas would be highly desirable: Finance; Human Resource management; Property management, Information technology, Security systems.

## What we need from you

Tell us in less than 500 words why you are the right person, what you can offer, and how your skills, knowledge, experience, and qualification are relevant to the role.

Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Please attach a concise resume to your application which clearly outlines your work experience, educational qualifications, and relevant skills.

In the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role.

## Strength in diversity

Austrade is committed to providing a work environment where staff can confidently bring their full selves to work. A truly diverse agency is one that is capable of retaining a broad talent base while best serving its clients and connecting to its global network of employees.

The **Diversity and Inclusion Strategy** sets out how Austrade will continue to build a space where everyone can bring their perspectives, creativity, and skills to the work of the agency. It is the roadmap for how Austrade will strengthen its position as an employer of choice.

Given our commitment to diversity and inclusion, Austrade actively encourages applications from people with disabilities, LGBTIQ people, women, and people with diverse linguistic and cultural backgrounds.

