



Australian Government

Australian Trade and Investment Commission

Executive Assistant, Beijing

Job information pack

Classification:	Austrade Overseas Performance Level E (AOPL E)
Total cash compensation:	CNY94,447
Location:	Beijing
Employment term:	12-month fixed term contract
Reports to:	General Manager, Mainland China, Hong Kong and Taiwan
Position number:	0874

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 Executive Assistant will provide high level administrative assistance to the General Manager, Greater China, Hong Kong and Taiwan. This position will also work as part of a team under the general direction of the Region's Corporate Service Manager and assist them in the drive and delivery of integrated and client focused corporate support across the region.

DUTIES INCLUDE:

- Support the General Manager to effectively to deliver the region's business planning initiatives by:
 - Managing and maintaining their schedules, appointments, and travel arrangements
 - Managing their communications, including coordinating meetings and preparing relevant documentation for those meetings
 - Receiving incoming calls and monitoring email correspondence
 - Liaising and communicating as required with senior Austrade managers and staff at all levels and executives of external companies, industry, and government bodies
 - Managing the flow of information and maintain appropriate information management systems
 - Assist with the reconciliation of their corporate cards
 - Assist with organising travel arrangements
- Co-operatively working as part of the region's corporate support team to deliver efficient and effective services to Beijing office
- 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 relationships with colleagues, stakeholders and clients, including Department of Foreign Affairs (DFAT) and other attached agencies at Post
- 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 and Safety (WHS) principles.

Eligibility

To be eligible for consideration and appointment you must have:

- **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 English. Mandarin language is an advantage but not mandatory.
- **Pre-employment checks** - your suitability for employment will be assessed through a [pre-employment screening](#) process.

Contacts

After reading this 'Information Pack' should you require additional information you are encouraged to contact **Flora Qiu** on +86 (10) 8532 8609.

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 November 23, 2025** (CST)

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

What you'll need to be successful

The Executive Assistant will:

- Demonstrated experience in providing high level executive assistance and support
- Strong interpersonal, liaison, and communication skills combined with the ability to deal effectively with stakeholders and staff at all levels and the ability to exercise judgement and discretion and maintain confidentiality
- Excellent organisational skills, including the ability to work under pressure, manage high volumes of correspondence, set priorities and meet competing deadlines with a high degree of commitment and initiative
- Proven administration skills including analytical, research and decision-making skills, accuracy and attention to detail and advanced computer skills, particularly in the use of the Microsoft Office suite
- Customer service orientated with the willingness and ability to work as part of a team in delivering support services to the region
- Excellent written and spoken English
- Digital Literacy
- Confidently use digital workplace tools to solve problems, be productive, connect and collaborate with others.

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.

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.

