

**BELL HELICOPTER TEXTRON
POSITION DESCRIPTION**

POSITION TITLE: Executive Assistant -China
DIVISION: Bell
DATE: June 2017

POSITION SUMMARY:

Under general direction of the Managing Director- China, the Executive Assistant is responsible for providing executive assistance to the supervisor. The main activities include translation and interpretation, internal & external communications, information & data collection and analysis, coordination and facilitation of internal and external meetings. Position requires the ability to interface with all other departments, vendors, and customers and communicate effectively both orally and in writing.

ORGANIZATIONAL RELATIONSHIPS:

The Executive Assistant - China reports to Managing Director- China of Bell Helicopter.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Handling general information phone calls; composing and finalizing correspondence and communications for the MD;
- Coordinate with Admin, accounting and other divisions regarding daily routine matters of the MD;
- Maintain appointments and meetings by scheduling and coordinating appropriate time for the MD; travel arrangement for the MD;
- Support MD's business activities such as aviation exhibition and marketing events;
- Translate and interpret during internal meetings and talks with customers or partners;
- Irregular extensive domestic travel with supervisor to visit vendors, customers or partners;
- Collect and analyze market information and data;
- Draft reports and presentation as required;
- Responsible for ensuring the all activities are conducted in compliance with the Textron Business Conduct Guidelines.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelors Degree in Business/Administration or related subject plus 5 years or more relevant working experience.
- Excellent communication skills, as well as strong interpersonal skills.
- Good computer skills.
- Excellent business writing in English.
- High proficiency in English-Chinese translation and interpretation.
- Project management skills.