Novus International 诺伟司国际贸易

http://www.novusint.com

企业介绍

诺伟司国际作为全球动物营养方面的领导者，为畜禽，宠物和人类提供多样化的健康与营养解决方案。诺伟司在全球超过 100 个国家和地区设有办事机构，直接支持全球超过 2500 家战略客户。诺伟司总部位于美国密苏里州圣查尔斯市，在全球超过 35 个国家和地区设有区域总部办公室，研发机构，生产和运营设施，并在超过 60 个国家和地区设有提供当地销售和技术服务的办公室。在过去的十几年中，诺伟司从仅有 150 位雇员的规模成长为全球超过 750 名雇员的组织。

诺伟司国际贸易（上海）有限公司与诺伟司饲料添加剂（上海）有限公司是诺伟司国际在中国创立的全资子公司。

职位要求

**JOB TITLE**
Marketing Assistant

**REPORT TO**
Sr. Specialist, Marketing Communication, Northeast Asia

**LOCATION**
Shanghai

**Vacant No.**
1

This role will be accountable for supporting Marketing Communication team on relevant tasks of Novus Northeast Asia.

**Key Responsibilities:**

1. POP design/update, download/upload to SFDC & NOVUS we-chat, company disk, etc. & filing.

2. Event coordination like POP preparation sales & vendor coordination, filing in events such as NGS program, academy, forum, meetings & exhibitions, etc.
3. Video editing/update.

**Requirements:**

1. Bachelor or above education, majored in Marketing, Management or other relevant majors.
2. Good at communicating, interacting with people both internal and externa, demonstrate team work spirit
3. Good at MS Office, especially in excel.
4. Photoshop / video editing skills.
5. Can-do attitude and sense of responsibility.

**JOB TITLE**  
Receptionist

**REPORT TO**  
Executive Assistant, AGM

**LOCATION**  
Shanghai

**Vacant No.**  
1

*This Receptionist position will be accountable for all admin relevant stuff of Shanghai office.*

**Key Responsibilities:**

1. Office routine maintenance, i.e., taking telephone calls, meeting room booking management, etc.
2. Facility management and maintenance, i.e., coordination of fix assets and office building relevant issues.
3. Travel supports: based on inquiries from different departments, to support NEA staff travel planning i.e., invitation letter, communication with visa agencies, air tickets & hotel booking, etc.
4. Other tasks assigned by Manager.
**Requirements:**

1. Colleague or above education, majored in Administration, Management or other relevant majors.

2. Good communication skills. Quick learning, Can-do attitude and always willing to help others.

3. Sufficient in both English and Mandarin.

4. 3-4 days a week required.

**JOB TITLE**  
FP&A Intern

**REPORT TO**  
NEA FP&A Manager

**LOCATION**  
Shanghai

**Vacant No.**  
1

*This role is to assist FP&A and Accounting team in accounting document filling, banking and GL related tasks for assigned Novus legal entity.*

**Key Responsibilities:**

1. Assistant accounting documents filling

2. Monthly banking information checking

3. Assist to input VAT invoice and check for assigned Novus legal entities

4. Other tasks on financial analysis and planning assigned by manager.

**Requirements:**

1. Master degree or above, majored in Finance, Accounting or Business Management.

2. Have basic financial knowledge.

3. Good communication skills, sufficient in both Mandarin and English.

4. Experience in Finance or Accounting would be a strong advantage.

5. Good interpersonal and communication skills.

6. 3 days a week required / 24 hours per week.