



**AUSTRALIAN CONSULATE-GENERAL
Shanghai**

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

VACANCY

The Department of Foreign Affairs and Trade (DFAT) section of the Australian Consulate-General Shanghai has a vacancy for a locally-engaged staff member to fill the following position:

- Driver and Administrative Assistant (LE1)

澳大利亚驻上海总领事馆现招一名驾驶员兼行政助理

Applications are open to Chinese national only.

应聘者必须是中国公民

Your application should include:

你的求职信必须包括:

- a 1-2 page pitch of no more than 750 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity

一份 1-2 页不超过 750 字的简述，表明你的工作能力，工作经验和资质相比其他应聘者更可以满足领馆对此职位的要求。

- curriculum vitae; and

简历一份

- contact details for two work-related referees

两个工作推荐人的联系方式（如：你以前或现在的主管）

Applications close at 5pm on Wednesday 22 March 2017, and should be emailed to acgshanghai.recruitment@dfat.gov.au. (Please do not send enquiries to this address.)

招聘将于 2017 年 3 月 22 日截止。请于此日期前将求职信请发到 acgshanghai.recruitment@dfat.gov.au.（请勿在邮件中咨询有关职位的信息）

Enquiries can be directed to Ms Teresa Dai teresa.x.dai@dfat.gov.au and +86 21 2215 5262.

如有疑问请联系戴女士 teresa.x.dai@dfat.gov.au 或致电 +86 21 2215 5262.

Due to the large volume of applications, only short-listed candidates will be contacted. The selection process may include a bilingual (English and Mandarin) interview and a driving test.



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由于收到的申请数量众多，领馆只通知被邀请来面试的申请人。面试可能包括中英文面试和路考等。

The following outlines the main duties of the position:
以下是工作的主要内容，职责范围包括但不限于：

- Provide safe and efficient driving services to Consulate staff and official visitors in Shanghai and surrounding provinces, performs occasional basic interpreting.
为领馆官员及员工提供安全高效的驾驶服务，有时需要提供简单的翻译。行车范围包括上海及周边地区。
- Provide advice on daily driving schedule and transport plan during official visits.
给予专业的建议以协助日常车辆排班及代表团来访时的行程计划。
- Maintain Consulate vehicles in a clean and good condition. Liaise with property assistant when maintenance/repairs in garage are necessary.
对领事馆的车辆进行日常清洁和维护保养，并负责安排车辆相关维修，保险，年检等事宜。
- Maintain running sheets for vehicles and prepare a monthly report to Office Manager.
按要求正确填写的路单，包括电子路单等并按时交给办公室主任。
- Provide general administrative support, such as transport documents to banks, post office or governmental offices, mail/customs handling, photocopying and minor purchasing etc.
完成其它行政工作包括向有关机构如银行，邮局及其他政府部门递送文件，办理海关申报清关和递送，负责办公室的复印及采购等
- Performs other duties as required.
完成要求的其它工作

Note: The occupant of this position regularly works (paid) overtime.
请注意，此职位需要经常加班(有报酬)

What we are looking for?

应聘条件

- Driving skills; applicant must have a valid driver's license.
驾驶熟练，要求应聘者持有有效中国驾照
- Communications skills, including client services and interpersonal skills to work productively as part of a team.
有较强的沟通能力，包括要求应聘者有较高的服务意识和处理人际关系的能力，有团队协作精神
- Ability to deliver services, including an ability to solve problems and to achieve results.
有较强的解决问题能力，能提供高质量的服务
- Demonstrated proficiency with modern communication and information technologies including Microsoft products.
能熟练使用office软件，能在工作中熟练使用现代信息技术产品
- Some English language will be an advantage.
优先考虑会说英语者。



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What should I include in my pitch?

我的简述应该怎么写？

- Your 1-2 page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian Consulate General, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

你的 1-2 页的简述是一个告诉我们你符合领馆对此职位要求的机。领馆想知道你为什么想要为领馆，为什么你对这个职位感兴趣，你能为领馆做出什么贡献，你的职业技能，知识，工作经验和资质是否符合此职位的要求。总之，简述的目的是告诉领馆为什么领馆要选择你。

- 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.

请不要重复在你的简历中已经有的信息，请着重写一下可以说明你的工作能力的例子，如你在工作中解决的问题和取得的成果，