

## **Junior Associate (Internship) - Beijing Based**

Representing the Accounting, Tax and Corporate Services provision towards our clients, P&P account management department focuses on daily operations of foreign entities in the PRC, supporting processes to achieve fiscal and financial compliance. Successful candidates will be trained in P&P Beijing office which oversees the group business in the whole North China region.

### *This role's responsibilities include:*

- Customer Relations;
- Accounting Skills and willingness to treasure accounting & tax knowledge;
- Communication supervision between clients and the accounting department;
- Company set- up and corporate services management;
- Office management support.

### *Desired Skills:*

- Leading and Self-starting Attitude;
- Ability to work independently;
- Well-mannered and socially skilled;
- Experience in accounting and taxation is a plus;
- Proficient in written and spoken English and Italian. Mandarin, Spanish, German and French are considered as a plus;
- Good knowledge in MS Outlook, Word, Excel and Power Point plus basic CRM skills;
- Ability to handle pressure and problem solving attitude;
- Current presence in China is considered a plus.

We are looking for hard working and well-organized candidates, capable to work independently with a high degree of motivation.