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About Huawei

Huawei is a leading global information and communications technology (ICT) solutions provider. Through our dedication to customer-centric innovation and strong partnerships, we have established end-to-end advantages in telecom networks, devices and cloud computing. We are committed to creating maximum value for telecom operators, enterprises and consumers by providing competitive solutions and services. Our products and solutions have been deployed in over 140 countries, serving more than one third of the world's population.

For further information, please visit us now at <http://www.huawei.com>

Main Responsibilities:

Administrative Assistant in Dusseldorf:

Support the Huawei Legal Department as an administrative assistant with internal processes and paper work in an international environment with the following tasks:

Assistance of the Legal Department in organizational and communication tasks

Supporting preparation and post-processing of business trips, including travel expenses and other internal processes

General office organization, including mail handling, filing and database maintenance

Excellent English skills required. English will be the working language.

What we offer:

Part-time job (15 to 20 hours per week).

Contact info: Detailed Resume/CV in English via E-Mail to nina.cheung@huawei.com

