

## Who are we:

Established in Fuzhou China in 2009 and headquartered in Shenzhen, Zongteng is an international logistics group, providing overseas warehousing and small parcel proprietary logistics service. We have well-known brands such as Goodcang and YunExpress, Worldtech at Zongteng.

The YunExpress Group operates the largest multi-carrier B2C delivery network in Europe. With 6 directly operated Hubs, YunExpress has one of the strongest and most cost-effective commercial network in Europe, tailored to the logistic need of eRetailer.

After 12 years' development, Zongteng has built up a comprehensive cross-border logistics service network for e-Commerce covering America, Europe, Japan, Australia among other countries and regions with some 60 overseas warehouses and transit centers, occupying more than 400 thousand square meters global wise, handling more than 500 thousand orders per day.

## Our scale:

- Operate the largest overseas warehouses for cross-border e-Commerce among Chinese enterprises.
- Around 4,000 employees, including 1,000+ overseas employees.
- Operate subsidiaries in 10+ countries.

## What we offer:

- Rapid developing company with listing potential, one of the top leaders in the market;
- As start-up member in European new subsidiary, enjoys more resources and opportunity;
- High localized team with flexible, harmony and ambitious atmosphere;
- Festival gifts & Team building activities;
- Free COVID-19 prevention items.

## Legal Counsel

Based in UK or Netherlands

### Responsibilities:

- 服务和支持集团各 BG/BU 在欧洲各国业务的日常法律需求，包括但不限于：
  - a. 租赁和商务合同起草、评审和谈判；
  - b. 劳动法律事务和劳动法合规；
  - c. 处理和应对知识产权侵权案件；
  - d. 解答海外子公司各部门的法律咨询；
  - e. 处理海外子公司的仲裁和纠纷；
  - f. 应对海外子公司经营地各政府部门的调查或者处罚。
- 业务经营所在地国家的法律法规的遵循和合规，建立海外子公司的合规体系（重点是数据保护合规、税务合规）；
- 集团总部法务政策的落实；
- 管理外部律师事务所和其他合作资源，优化律师库，进行律师费用管控。

### Job requirements:

- 具备欧洲国家法学院的法律教育背景，同时具有中国国内法律教育背景者优先，华人；
- 具备海外法律职业资格或律师执业资格；法学硕士及以上，欧洲国家法学院；
- 英语精通，同时具备中文语言能力者优先，如果有其他本地国语言能力者优先；
- 工作经验：5 年律师事务所（客户为企业法律顾问优先）或者大型企业法务经验；
- 行业经验：中资企业背景优先。

## Project Specialist

Based in UK, Slough/Heathrow area

### Responsibilities:

- Responsible for product configuration and operational data analysis. Maintain and monitor project plans, project schedules, objectives, outcomes, budgets and expenditures;
- Follow up the progress of projects in various countries and regions;
- Organize, attend and participate in stakeholder meetings. Responsible for project report and meeting minutes;
- Ensuring project deadlines are met;
- Determining project changes, and communicating these on a timely basis at all times;
- Providing administrative support as needed;
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project;
- Assess project risks and issues and provide solutions where applicable.

### Job requirements:

- Excellent verbal, written and organizational skills;
- Ability to work effectively both independently and as part of a team;
- Logical and structured approach to assessing, planning, and delivering projects;
- Agile mindset; ability to think outside the box;
- Proficiency in English and Mandarin;
- Comfortable with business trips.

## Admin and Logistics Officer

Based in UK

A full-time position is currently available for an Admin and Logistics Officer with strong administrative skills and the ability to handle multiple priorities and meet tight deadlines with minimal supervision. Excellent communication and organizational skills are essential, as is proficiency with MS Office Suite and general computer skills.

### Responsibilities:

- Reports and Communication:
  - Word process all documents and reports;
  - Assist Team Leader, managers and other Program team members with correspondence, mail registration and filing;
  - Format, design and prepare documents for printing and copying, upon final approval of the Team Leader and/or Head of Operations and Finance;
  - Keep all reports filed systematically in both electronic and hardcopy formats.
- Coordination and Logistics:
  - Ensure all project administrative activities are coordinated effectively;
  - Coordinate workshop/training events as required, including hotel liaison, participant confirmation, invitations, travel arrangements, supplies and materials, equipment hire and providing point of contact support for participants at events;
  - Coordinate and provide logistical support for Project activities, including travel arrangements, visas, field visits, counterpart visits;
  - Provide administrative support to team members;
  - Review supplier contracts and contracts for terms and conditions.
- Scheduling and Meetings

- Coordinate meeting arrangements, including informing team members, booking meeting rooms and keeping management/staff calendars updated;
- Track staff travel and leave plans and records to ensure all staff members are kept informed of team location and availability;
- Schedule and coordinate vehicles and drivers, including driver booking schedules;
- Support the Head of Operations and Finance with timesheets.

➤ Front Desk

- Answer and forward calls efficiently and professionally and check general voicemail;
- Receive visitors in a professional manner;
- Maintain office supplies inventory, including toner for office equipment (printers, fax, photocopiers) as well as kitchen supplies;
- Record and prepare minutes from staff meetings.

**Job requirements:**

➤ Minimum Experience:

- Minimum 1 year of experience in a similar role;
- Fluent in Mandarin (written and spoken) and full working proficiency in English (written and spoken);
- Advanced Microsoft Word Skills, with a particular focus on formatting functions (e.g. Section breaks, table of contents, inserting PDF's, etc.);
- Advanced filing skills (both electronic file management and hardcopy filing protocols).

➤ Essential Skills:

- Quality (accurate, precise, thorough, complete, attention to detail);
- Timeliness (meet deadlines, generally handle duties in an efficient and timely manner);

- Helpfulness / positive attitude / diplomacy;
- Organization (tidy and efficient workspace and electronic files);
- Multi-tasking (prioritizing and juggling various tasks effectively);
- Attendance / punctuality.