1. **Graduating students recruitment**

**(I)Recruiting position**

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| --- | --- | --- | --- | --- |
| **Job category** | **Job title** | **Work place** | **Recruiting numbers** | **Educational requirements** |
| Sales | Sales assistant | Alma-Ata of Kazakhstan  | 3 | Postgraduate and above (excellent undergraduate may practice) |
| IT infrastructure  | Technical support engineer | Alma-Ata of Kazakhstan  | 1 | Postgraduate and above (excellent undergraduate may practice) |
| Project management | Project manager | Alma-Ata of Kazakhstan  | 1 | Postgraduate and above (excellent undergraduate may practice) |
| Software R&D | Software development engineer  | Alma-Ata of Kazakhstan  |  1  | Postgraduate and above (excellent undergraduate may practice) |
| Software technology | Technical support engineer | Alma-Ata of Kazakhstan  | 2 | Postgraduate and above (excellent undergraduate may practice) |

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| --- | --- | --- | --- | --- |
| **Job category** | **Job title** | **Work place** | **Recruiting numbers** | **Educational requirements** |
| Sales  | Sales assistant | Mexico | 1 | Postgraduate and above (excellent undergraduate may practice) |
| Mexico City |
| Sales  | Sales assistant | Peru | 1 | Postgraduate and above (excellent undergraduate may practice) |
| Lima |
| Sales  | Sales assistant | Venezuela | 1 | Postgraduate and above (excellent undergraduate may practice) |
| Caracas |
| Sales  | Sales assistant | Other Spanish countries in America  | 2 | Postgraduate and above (excellent undergraduate may practice) |

**(II) Recruiting requirement**

1.2019 graduating postgraduates and above graduates from first-tier universities, excellent undergraduates can be arranged for practice;

2. With regular degree and education background of full-time university undergraduate and above;

3. Mainly recruit students of petroleum or computer specialty;

4. HSK-5 or 6 is required;

5. With excellent comprehensive quality, learning ability and innovation ability, with favorable cooperation spirit and development potential;

6. With physical qualifications may normally perform job responsibilities, with healthy and favorable psychological quality;

7. Other conditions required by the job.

1. **Resume submitting channel**

1. Field submit: Participate in Career Talk or double-channel choosing meeting, submit resume at site;

2. Submit through WeChat: Concern CNPC Richfit Recruitment Office WeChat Account, submit resume on line;

3. Submit through email: send resume to the company’s recruitment email at yuemei@cnpc.com.cn;liuyingchao@cnpc.com.cn. Resume naming format: Recruitment post-work place-graduated from-specialty-education background-name;

4. Submit on recruitment website: search CNPC Richfit at recruitment website such as Zhaopin.com, 51job.com, liepin.com and lagou.com, select graduating students post and submit the resume.

**Introduction to 2019 graduating students recruitment post of CNPC Richfit**

1. **Sales assistant**

**1. Job responsibilities**

(1) Take charge of coordinating document preparation, communication translation and comprehensive document management during sales.

(2) Customer relationship maintenance and new customer development, coordination work during project implementation.

(3) Statistics and analysis to sales data.

**2. Job requirements**

(1) Specialty: finance and international trade specialties shall be preferred.

(2) Skill: skillful at office software such as windows operation system and office, etc, level 5 in National Chinese proficiency test and above, proficient English.

(3) Character: active and optimistic, good at communication, with enthusiasm to fangle and creativity, adaptable to long-term business trip.

**II. IT technical support engineer/project manager**

**1. Job responsibilities**

(1) Take charge of IT infrastructure preparation organization, preparation of technical scheme of system integration projects, preparation and explanation of bidding document as well as answering questions for users, etc.

(2) Take charge of technical support for project tender, preparing pointed pre-sales solution according to the demand of project and sales, and take charge of the preparation, explanation and reply of bidding documents;

(3) Cooperate with customer manager for technical communication with users, technical scheme talk and application system demonstration, etc;

(4) Participate in demand research, demand analysis, communicate with users, cooperate with project manager to confirm demand border with users;

(5) Take charge of preparation of project training material, users manual, take charge of field training work;

(6) Take charge of after-sales support work after system being on-line;

(7) Take charge of daily communication with responsible person of Party A, timely report problems in work to make service acquired;

(8) Document translation and interpretation among Chinese, English and Russian.

**2. Job requirements**

(1) Postgraduate and above, specialties related to computer, communication and information system; excellent undergraduates can be arranged for practice;

(2) With favorable Chinese-English (Or Chinese-Russian) listening, speaking, reading and writing ability;

(3) With favorable ability in analyzing and solving problems;

(4) Skilled in using computer, office, Visio, etc.

(5) Those who are familiar with IT infrastructure knowledge shall be preferred, such as data center, virtualization, cloud computing, server, network, memory, database, monitoring and wiring, etc.

(6) Those who are familiar with project management shall be preferred.

**III. Project manager**

**1. Job responsibilities**

(1) Take charge of organization coordination work during project delivery stage, guaranteeing delivery in time and quality.

(2) Take charge of the filing work during project delivery, complete archiving of all project process document as required by Project Management Department.

(3) Coordinate with customer manager to maintain customer relationship, explore new project opportunities during project delivery.

(4) Take charge of daily communication with responsible person of Party A, timely report problems existing in work to make service accepted.

**2. Job requirements**

(1) Postgraduate and above, specialties related to computer, communication and information system; excellent undergraduates can be arranged for practice;

(2) With favorable Chinese-English (Or Chinese-Russian) listening, speaking, reading and writing ability;

(3) With favorable ability in analyzing and solving problems;

(4) Skilled in using computer, office, Visio, etc.

(5) Those who are familiar with IT infrastructure knowledge shall be preferred, such as data center, virtualization, cloud computing, server, network, memory, database, monitoring and wiring, etc.

(6) Those who are familiar with project management shall be preferred.

**IV. Software development engineer (.Net)**

**1. Job responsibilities**

(1) Take charge of design and R&D of enterprise’s information system;

(2) Participate in summary design, detailed design and development work of related module function, prepare testing plan and compose testing cases, analyze system based on test result;

(3) According to the requirements of company software development management specification, prepare product white paper, function specification, detailed design document, product usage and installation manual and secondary development file, etc.

(4) According to system development instructions text, carry out soft encoding work, and deliver on time after debugging is qualified;

(5) Available to carry out product implementation work at customer site, including customization development, knowledge transfer to maintenance personnel, etc., during which time well communicate with customers and satisfy their requirements.

**2. Job requirements**

(1) Specialty required: Computer science and technology, software engineering, computer application technology, computer software and theory, communication engineering, information management and information system, electronic information science and technology, computer communication, etc.

(2)Education background required: 2019 postgraduates and above graduates from first-tier universities, excellent undergraduates can be arranged for practice; full-time university graduates and above regular degree and education background are required;

(3) Knowledge required:

* With certain technical background of main database such as .Net, Java language, MSSQL and Oracle, etc.;
* Those with C# project development experience are preferred; available to carry out B/S and C/S program development with development tools of Visual Studio;
* Familiar with ASP.NET, Web service, Html/Javascript/AJAX and normal SQL statement;
* Understand analysis and design of objects, with stronger analysis and design ability.

**V. Software technical engineer**

**1. Job responsibilities**

(1) Take charge of preparation of technical scheme for application software and software integration projects, preparation and explanation of bidding document as well as answering questions for users, etc.

(2) Take charge of technical support for project tender, preparing pointed pre-sales solution according to the demand of project and sales, and take charge of the preparation, explanation and reply of bidding documents;

(3) Cooperate with customer manager for technical communication with users, technical scheme talk and application system demonstration, etc;

(4) Participate in demand research, demand analysis, communicate with users, cooperate with project manager to confirm demand border with users;

(5) Take charge of preparation of project training material, users manual, take charge of field training work;

(6) Take charge of after-sales support work after system being on-line;

(7) Take charge of daily communication with responsible person of Party A, timely report problems in work to make service acquired;

(8) Document translation and interpretation among Chinese, English and Russian.

**2. Job requirements**

(1) Specialty required: Specialty of petroleum or computer.

(2) Education background required: 2019 graduating postgraduates and above graduates from first-tier universities, excellent undergraduates can be arranged for practice;

With regular degree and education background of full-time university undergraduate and above;

(3) Acknowledge required:

* Favorable document preparing ability, good at PPT preparation;
* High responsibility and customer service consciousness, thinking oriented by customer, honest and trustworthy, able to work under pressure, available to adapt new environment, strong appetency;
* With favorable communication ability and document preparing ability;
* With favorable quality of integrity, teamwork, learning ability, initiative, thinking ability, achievement orientation, and resilience, etc.;
* Those with excellent Chinese and English written and oral expression ability shall be preferred.