



GLOBAL ORGANIC TEXTILE STANDARD
ECOLOGY & SOCIAL RESPONSIBILITY

Job Title: Assistant to APAC Region

Location: Remote, based in China

Report to: Representative in APAC

About Global Standard gGmbH:

Global Standard gGmbH is a self-funded non-profit organisation registered in Germany, dedicated to setting and maintaining the highest standards for the textile industry currently through their Global Organic Textile Standard (GOTS). The organisation is in the process of developing a second sustainability standard for textiles. We are committed to promoting sustainability, quality, and ethical practices across the textile supply chain.

About the Role:

We are seeking a proactive and detail-oriented Assistant to APAC Region to support our regional operations. This role involves responding to stakeholder inquiries, assisting in managing communications with certified facilities, overseeing regional social media efforts, and assisting with event coordination. The ideal candidate will have experience in supply chain sustainability—preferably in the textile industry—strong English and Chinese mandarin communication skills, and the ability to work in a dynamic, international environment.

This remote position offers flexibility of working from home and requires occasional domestic and international travel.

Key Responsibilities:

- Respond to inquiries from global brands and retailers regarding GOTS certification and labeling.
- Engage with certified facilities through regular correspondence on key topics.
- Utilize software to manage client relationships and maintain accurate records.
- Assist in preparing media-related materials, including newsletters and the annual report.
- Draft and manage social media content, ensuring consistency with global messaging.
- Create visual and multimedia content for regional social media platforms.
- Maintain and update regional social media accounts regularly.
- Conduct media monitoring in pilot regions and provide insights.
- Support the preparation of materials and presentations for regional seminars, trade shows, and other events.

- Support representing the organization at trade shows and industry events where needed.
- Provide translation supports between English and other languages as needed.
- Assist with administrative and event management tasks as required.

Qualifications and Experience:

- Minimum 2-3 years of experience in supply chain sustainability, ideally within the textile industry.
- Experience managing social media accounts, including video and text content creation, is an asset.
- Experience in trade shows, event management is a plus.
- Proficiency in databases, spreadsheets, and Microsoft applications, with a willingness to learn new software.
- Ability to collaborate across multiple time zones.
- Fast learner with strong self-motivation and the ability to work independently and within a team.
- Fluent in both written and spoken English and Mandarin Chinese (mandatory). A minimum IELTS score of 6.5 is or equivalent is preferred.
- Must be based in China.
- Experience working in an international team is a plus.
- Proactive, adaptable, and able to collaborate effectively in a global work environment.

How to Apply:

Interested candidates are invited to submit their application materials to hr@global-standard.org. Please include "Assistant to APAC Region- Application from [Your Name]" in the subject line. Please submit the following:

1. Cover Letter detailing motivation and qualifications relevant to the position, as well as salary expectations.
2. Resume