

Location: Shanghai, China

Objective: The position of Administration Assistant shall have a full and overall view of the company's activities internally and externally. It executes the company's administrative strategy. Therefore, a precise and tangible understanding of all stakeholders including clients, target clients, products, materials, procedures and techniques, staff and candidates, supplier base and public relations is developed and maintained. The Administration Assistant is responsible for gathering, editing, updating, maintaining, executing, and distributing information to the relevant stakeholders. It aims to have a precise knowledge of the different situations and to provide strategic information to the company's management. The goal is to contribute to the efficiency of our business by providing personalized and timely support to the different departments within the company.

Department: Administration

Reporting Line: Administration, Managing Director, CEO

Responsibilities:

- Follow and enhance the company's strategy including its Vision and Mission
- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Sales and Marketing Documentation and Administration
- Screen and direct phone calls and distribute correspondence
- Carry out all messenger deliveries including the import and export shipment and domestics delivery
- Handling documentation for export and import of goods
- Coordinate with colleagues of Production and Sales department about the delivery of product and samples as well as other deliveries to overseas and domestic destination
- Keep record of incoming deliveries
- Maintain and organize the office facility and equipment
- Ordering office supply and stationery
- Manage company calendars and set up meetings
- Take minutes during meetings
- Organizing Business Trips, Company activities and special occasions
- Make travel and accommodation arrangements, etc.
- Maintain company documents and information
- Support other Departments in peak season
- Translations English <> Chinese

Job Description: Administration Assistant

- Keep record of cash flow sheet when handling daily administration work
- Rack daily expenses and prepare weekly, monthly, or quarterly reports
- Maintaining the company's ERP system
- General administration tasks assigned by superior

Requirements:

- Certificate in Business related Studies, English language, Marketing or Trade
- 1-year solid working experience in related field preferred, graduates also welcome
- PA diploma or certification is a plus
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g., e-calendars and copy machines)
- Team player and straightforward minded
- Committed and able to take initiative
- Discretion and confidentiality
- Able to work under pressure and multi-tasking ability
- Strong relationship building capacity
- Eye for details, self-motivated, managing own workload
- Analytical skills
- Creative and flexible solution provider
- Strong presentational skills
- Excellent verbal and written communications skills in English & Mandarin

Salary Package:

- Competitive Basic Salary
- Exciting bonus scheme on result base
- Flexible working time