

Location: Shanghai, China

Objective: The position of Office & Admin Director is to oversee all staff, budgets, and operations of the local business unit as well as all financial aspects of business and drive the company's financial strategy and planning. You will be responsible for assessing the financial performance of the company as well as possible risks and investments. The ideal candidate is a reliable professional with broad knowledge to all accounting, financial and business principles. He / She is a strategic thinker and effective leader who can make the most profitable decisions. The Office and Admin Director is managing people and establishing policies. To be successful in this role, He / She should be a thoughtful leader and a confident decision-maker, helping our people develop and be productive, while ensuring our profits are on the rise.

The goal is to guide the company towards profitability and long-term success.

Department: Administration & Finance

Reporting Line: COO, CEO, Shareholders

Admin Responsibilities:

- Follow and enhance the company's strategy including its Vision and Mission
- Oversee day-to-day operations
- Design strategy and set goals for growth
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes in line with set-policies
- Evaluate and improve operations and financial performance
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Maintain budgets and optimize expenses
- Ensure employees work productively and develop professionally
- Oversee recruitment and training of new employees
- Direct the employee assessment process
- Prepare regular reports for upper management
- Ensure staff follows health and safety regulations
- Provide solutions to issues (e.g., profit decline, employee conflicts, loss of business to competitors)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments
- General administration tasks assigned by superior

Finance Responsibilities:

- Drive the financial planning of the company by analyzing its performance and risks
- Retain constant awareness of the company's financial position and act to prevent problems
- Approve or reject budgets for Administration and Office Department
- Conduct risk management
- Allocate resources and manage cash flows
- Set up and oversee the company's finance IT system
- Set targets for and supervise all accounting and finance personnel (management accountants, internal auditors etc.)
- Oversee all audit and internal control operations
- Develop the corporate fundraising strategy and manage relationships with partners and investors
- Prepare timely and detailed reports on financial performance on a monthly, quarterly, and annual basis
- Conduct analysis to make forecasts and report to upper executives
- Conduct profit and cost analyses
- Develop secure procedures to maintain confidential information
- Ensure adherence to financial laws and guidelines

Requirements:

- BSc/BA in accounting, finance, or relevant field; MSc/MA is a plus
- CPA or other relevant qualification is a plus
- Proven experience as administration manager
- Proven experience as director of finance or similar role is a plus
- In-depth understanding of office management procedures and departmental and legal policies
- In-depth knowledge of corporate finance and accounting principles, laws, and best practices
- Solid knowledge of financial analysis and forecasting
- Proficient in the use of MS Office and financial management software (e.g., SAP)
- An analytical mind with a strategic ability
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities
- Fluent spoken and written English
- Advanced spoken and written Mandarin preferred
- Other Asian or European languages are a plus

Salary Package:

- Competitive Basic Salary
- Exciting bonus and commission schemes
- Comprehensive company medical insurance
- Flexible working time