

Head of administration

Location: Fuzhou

Sector: Technology / Research & Development

Starting date: ASAP

Job Reference: CDS2025077

ABOUT THE COMPANY

Our client is a global technology leader with a rich international history, expanding its research and development capabilities in China. The company is building a local team focused on creating advanced smart hardware and software solutions. This team will work closely with global counterparts to deliver innovative technology products to markets around the world.

MISSION

The Head of Administration oversees all administrative operations, ensures smooth daily functioning, and supports the General Manager in aligning administrative practices with corporate standards. The role manages key internal services, strengthens government and external relations, and ensures effective coordination across departments.

RESPONSIBILITIES

- Lead and manage all administrative functions to ensure efficient daily operations and compliance with company policies.
- Supervise and mentor a small administrative team, ensuring high service standards.
- Oversee procurement activities, ensuring transparency, cost-effectiveness, and proper supplier management.
- Serve as the primary contact for government relations and coordinate company interactions with local authorities.
- Plan and execute external events, managing suppliers for corporate gifts, promotional items, and logistics.
- Coordinate travel arrangements, accommodations, and hospitality for visiting international guests.
- Manage corporate public relations and support professional external communication.
- Provide strategic administrative support to the General Manager and ensure alignment with global standards.

REQUIREMENTS

- Bachelor's degree or above in Business Administration, Management, or a related field.
- At least 15 years of professional experience in administration, corporate affairs, or office management.

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- Proven experience managing teams and handling senior-level administrative responsibilities in multinational or large corporate environments.
- Strong interpersonal and communication skills; able to interact confidently with senior stakeholders, government officials, and international partners.
- Excellent proficiency in English (written and spoken).
- Experience in government relations, procurement, event management, and public relations.
- Highly organized, detail-oriented, and capable of managing multiple priorities in a fast-paced, multicultural setting.

APPLICATION

Please send your resume and your motivation letter to: sc-recruitment@ccifc.org

Mail subject: Your name | Job title - location [Job reference]

Ex. Your name | Head of Administration – Fuzhou [CDS2025077]

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