

# China Administration Manager

**Location:** Shanghai

**Starting date:** ASAP

**Nationality:** Chinese

## About the company :

Our client is a leading worldwide shipping group present in more than 160 countries.

## Mission:

As a strategic partner to all functions across Mainland China and Hong Kong, this role drives administrative operational excellence by enhancing efficiency, implementing cost control measures, and fostering a safe, productive, and positive workplace. Key responsibilities include overseeing all aspects of daily office management, leading cross-functional initiatives, and ensuring administrative strategies align with the organization's broader business objectives, as well as enhancing employee experience.

## Key Responsibilities:

- **Real Estate & Portfolio Management**
  - Develop and execute the real estate strategy to support business growth across China, including site selection, lease negotiation, and space optimization.
  - Manage end-to-end lease lifecycle, ensuring all contracts are compliant with local housing authority regulations and are cost optimized.
  - Lead office renovation and capital improvement projects, coordinating with internal stakeholders and external contractors to ensure timely, on-budget delivery.
  - Maintain strong relationships with landlords and property management teams to ensure favorable terms and swift resolution of facility-related issues.
  - Monitor market trends and benchmark real estate costs to recommend strategic opportunities for consolidation, relocation, or cost savings.
  - Oversee the annual real estate budget, ensuring accurate forecasting and financial control.
  
- **China Office Operations Management**
  - Oversee the daily operations of administrative services and processes, ensuring that current and future needs are met with efficiency, reliability, and cost-effectiveness, supported by regular reviews and continuous improvement.
  - Maintain office security and implement effective measures to uphold a clean, organized workspace and ensure the smooth functioning of all office facilities.
  - Deliver high-quality, timely, and value-driven facilities management and staff activities support to enhance service excellence and improve employee experience.
  - Safeguard employee health and safety in daily work by enforcing all office safety regulations and executing administrative responsibilities in alignment with the Business Continuity Plan (BCP).

- Manage the sourcing and governance of outsourcing service providers across key functions, including office car fleet operations, reception services, and office cleaning and greenery, ensuring service quality and cost efficiency and employee satisfaction.
- **Admin Budget & Cost leadership**
  - Provide accurate information of yearly expenditures to ensure the precision of budget prediction.
  - Monitor all Admin functional expenses through purchasing process via OA system, the actual expenses to make sure it is within budget.
  - Achieve budgeting objectives by tracing and monitoring monthly administrative expenses and cost, scheduling expenditures, analyzing variances to ensure cost effectiveness.
  - Collaborate with internal stakeholders such as procurement and finance teams for better cost management and budgeting measures, and targets to develop a good balance between quality and cost.
- **Team Leadership & Development:**
  - Lead, inspire, and mentor the China Administrative Team by establishing a clear organizational structure and fostering a culture of excellence aligned with company values.
  - Delegate tasks effectively, ensuring efficient utilization of team resources, and provide ongoing coaching and mentoring to motivate team members while enhancing their capabilities and professionalism.
  - Manage daily operations in accordance with the new team organizational structure, provide comprehensive support across all locations, and coordinate monthly meetings with Admin Managers from all offices to share operational experiences, insights, and ideas.
  - Review and update the Admin Team's standard operating procedures (SOPs), standardized processes for daily operations, service delivery model standards, and role responsibilities.
- **Strategic & Ad Hoc Projects Management**
  - Lead the end-to-end planning and execution of high-profile visits and meetings upon management request including but not limited to Government official visits/Group executive visits/Senior leadership meetings and strategic events, ensure all arrangements such as venue setup, logistics, hospitality, security protocols, and on-site coordination are delivered with the highest level of professionalism and align with corporate standards.
  - Lead other transformation projects upon actual including digital transformation projects, sustainability & green office initiatives, CSR initiatives.

### **Qualifications:**

- Bachelor's degree or above in administrative related field.
- Fluent in spoken English with strong proficiency in reading & writing.
- Proficient in MS Office and other relevant computer applications.
- 10 + years of experience in administrative management at country level.
- Proven experience leading complex administrative projects, with the ability to manage cross-regional initiatives and drive consistent outcomes across multiple locations.
- Proven experience in lease contract management, vendor negotiation, and cost optimization.

- Strong customer service mindset, responsible, diligent, and capable of work independently.
- Strong leadership, coaching, and performance management.

**Application:**

Please send your English CV and cover letter to:

[sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)