# Office Manager, Greater China

**Location:** **Shanghai**
**Department:** **Finance & Administration, Greater China**
**Reporting line:** **Greater China Finance & Administrative Manager**
**Starting date:** **ASAP**

## ABOUT THE COMPANY

Our client is an international communications and events consultancy with a growing Greater China presence, offering PR, digital marketing, brand content and event solutions.

## MISSION

As Office Manager, you are the backbone of the Shanghai office: you keep accounting and administrative processes accurate and on time, take care of HR administration, and make the office a well-run, welcoming place for the team, clients and visitors.
You will work closely with the Finance team, the HR function, external accountants and service providers, and be the first point of contact for day-to-day office needs.

## RESPONSIBILITIES

ACCOUNTING & FINANCE SUPPORT

- Handle monthly report submission.
- Prepare accounting vouchers, binding, preservation and archiving.
- Organize reimbursement forms and handle related financial tasks such as banking business.
- Collect and check expense claims and supplier invoices (fapiao), prepare payment requests for approval and follow supplier and client documents.
- Support bank reconciliation, petty cash and fapiao management, in coordination with the Finance team and the external accountant.
- Prepare supporting documents for audits, tax inspections and year-end closing.

HR ADMINISTRATION

- Manage onboarding and offboarding paperwork: contracts, personnel files, equipment, access and accounts.
- Prepare monthly inputs for payroll, social insurance and housing fund with the HR / payroll provider; track attendance and leave.
- Support work permits, residence permits and visa procedures with the relevant providers.

OFFICE LIFE & TEAM EXPERIENCE

- Organize team events and festive moments (Chinese festivals, birthdays, team-buildings, farewells), and welcome new joiners.
- Organize photo moments for the team and the office: staff portraits, team and event photos (internal communication, website, social media), including booking the photographer and scheduling.

- Keep the pantry and common areas welcoming (snacks, coffee, supplies) and collect team feedback to improve daily office life.

FACILITIES, SUPPLIES & LOGISTICS

- Manage office supplies and stock: inventory, reorders, budget follow-up and supplier selection.
- Maintain the register of IT equipment and office assets; coordinate maintenance and repairs.
- Liaise with the landlord, property management and service providers (cleaning, security, couriers, printing); follow contracts and renewals.
- Manage meeting rooms, visitor access and office safety.
- Organize business trips in China and abroad: hotel reservations, flight bookings, car arrangements for pick-up and drop-off services, visa invitation letters, etc.

RECEPTION & COMMUNICATIONS

- Answer and transfer calls, welcome visitors and notify them accordingly.
- Manage incoming mail, parcels and express deliveries, and shared mailboxes, etc.

CORPORATE ADMINISTRATION & COMPLIANCE

- Keep the register of use of company seals (chops), licences and legal documents, under the control of the Finance lead.
- Support annual corporate filings and renewals, and maintain the contract and document archive.
- Other tasks assigned by the Greater China Finance & Administrative Manager.

**REQUIREMENTS**

EXPERIENCE & QUALIFICATIONS

- Bachelor's degree or above, ideally in accounting, finance or administration.
- At least 3 years of experience in an accounting-assistant, administrative or office-management role, ideally in an international or agency environment.
- Knowledge of Chinese accounting basics (vouchers, fapiao, reimbursements, tax filings).

TECHNICAL REQUIREMENTS

- Proficient in Microsoft Office, especially Excel.
- Excellent written and spoken Mandarin Chinese; good working English is required.
- French is a plus.

INTERPERSONAL REQUIREMENTS

- Organized, rigorous and reliable; strong sense of confidentiality.
- Service-minded, positive and team player.
- Proactive, autonomous and able to handle several topics at once.

**APPLICATION**

Please send your CV in English to: sh-recruitment@ccifc.org.