

Office & Project Manager Assistant

Company

Our company client is a leading consulting and training organization specialized in the luxury industry. Each entities of our company client supports luxury brands locally by providing consulting and training services through wide range of customized solutions provided by field experts from business strategy development, executive search, quality of service assessment to customized training strategy, its core business.

The development of a worldwide and divers partner network allows our company client to develop innovative solutions and offer a deep expertise in different markets of the luxury industry, retail, beauty & cosmetic, lifestyle, hospitality and car.

French DNA is combined with Asian culture bringing together specific and distinctive “savoir faire”, techniques and expertise in each market and customized to each brand.

In addition to developing continuously close relationships with international experts in distinctive specializations, our company client has fostered a strategic partnership with INSEEC Group, an international French based educational group and “Luxury Attitude”, a consulting company specialized in helping luxury hospitality and retail industries to make their client promise come true.

Our company client has several offices across Asia: Shanghai, Beijing, Seoul and Hong-Kong

The position is open in Shanghai office.

Responsibility

Project Management

- Coordinate Client contract, invoice and payment:
 - Assistance in contract drafting & preparation
 - Coordinate with accountant office for invoice issuing
 - Checking the payment status, report to project leader in case of late payment
 - Preparation of company licenses and information requested by each new client
- Preparation of the training venue
 - Table setting
 - Training facilities preparation: white board, pens, notebooks, flowers, music etc
 - Training equipment testing: projector, computer, audio, video play etc
- Purchasing & logistic organization for training facilities
 - Prepare budget to submit to budget controller before purchasing
 - Cost optimization
- Training materials printing
 - Coordinate with vendor for handout and other necessary material printing
 - Coordinate the printing material delivery
- On site workshop support when needed
- Collect and summarize the training assessment from participants
- Summarize and prepare a training final report
- Tracking report of project follow up
- Weekly report preparation
- Monthly report preparation

Human Resources

- Handling staff on boarding and departure procedures.
- Responsible for managing personnel files and staff attendance report
- Coordinate with Fesco for salary payment

Finance

- Handle basic accounting in coordination with local accounting agency and group finance department
- Handle cashier tasks (petty cash) and our bank accounts
- Prepare weekly the cash plan and payment requests

Admin

- Ensure the reception of visitors and guests
- Handle daily incoming emails & calls and administrative matters
- Organize and coordinate meetings and logistic for visitors (taxi, hotels)
- Take, type and distribute minutes of meetings when required
- Set up and maintain efficient filing systems (paper and online)
- In charge of stationary
- Manage office equipment and systems / Link with outside IT vendors when required
- Manage the cleaner
- Take part in the organization of internal events

MISC

- Other tasks assigned by the President

Requirement

- Bachelor's degree or above
- Fluent in English
- Native Mandarin speaker
- High literacy on Microsoft Office suite - PowerPoint, Excel, Word
- Capable of handling multiple projects and an eye for details
- Excellent communication, professional appearance and presentation skills
- Performance driven and accountable
- Team player and autonomous
- Enthusiastic, positive attitude, self-motivated and pro-active

Additional Information:

- Achievable opportunities are endless and you will be given all the tools and support you to be successful. The rest is up to you
- You will have the opportunity to support the biggest luxury and retail brands in the world
- The Group is composed of professionals with a strong expertise in the luxury, retail, hospitality industry that you can learn from
- Collaborate and communicate with an international team

Please send your resume to: sh-recruitment@ccifc.org