

Office Manager

Company

The Automotive industry is living a revolution. Electrification, Autonomous driving, diverse mobility, connectivity are trends that are drastically changing the industry's rules. Among all decisive topics revolutionizing cars in the next future, Our client company is committed to support the rapid advent of electric and hybrid cars.

Our client company is a technology leader for cleaner, safer and smarter mobility. The company designs, develops and sells flexible, real-time, safe and open solutions for the automotive industry used to increase energy efficiency and reduce pollutant emissions while keeping passengers safe.

The Company is opening an Office Manager position in China. The position is in Xuhui district, Shanghai

Role & Missions

You will be in support of the local growth acceleration and will be responsible efficient functioning of the company office through a range of administrative, marketing, HR and managerial tasks.

In this role, you will directly assist China company objectives ensuring the smooth running of the office on a day-to-day basis. You will provide administrative support and guidance to company directors. You will work closely with all functions within the company and the headquarter.

Primary responsibilities of the position include:

- Assisting the organisation's HR and Finance, purchasing and sales, function.
- logistics: Organize and follow, otd, cost, customs clearance
- booking transport and accommodation,
- organising company events or conferences
- assisting with promotional activities
- dealing with correspondence, complaints, and queries
- preparing letters, presentations, and reports
- managing office budgets
- liaising with headquarter and staff, Chinese stakeholders including authorities
- implementing and maintaining procedures/office administrative systems
- ensuring that health and safety policies are up to date
- attending meetings with senior management

The position requires pro-active involvement with all departments on the Company

Profil

EDUCATION/EXPERIENCE:

- Master in connection to Business, Marketing, Admin management
- experience in an administrative role

TECHNICAL SKILLS & EXPERIENCE:

- Communication, negotiation, and relationship-building skills
- Organisational skills, planification, dashboard setup
- IT skills – Excel Powerpoint is a mandatory know-how.
- Very good communication and moderation skills
- Budgeting skills
- Problem solving skills
- Attention to detail.

LANGUAGE SKILLS:

As you will have direct contact with customers, you must have excellent communication skills.

- Chinese Mandarin mother tongue
- **Fluent speaking and excellent writing skills in English**
- French is a plus but not mandatory

BEHAVIORAL SKILLS:

- Reliability and discretion: you will often learn of confidential matters
- Adaptability and Initiative, Leadership and the ability to ‘make things happen’
- good interpersonal and time management skills.
- Self-motivated, pro-active, flexible, and capable of accepting new challenges
- Demonstrate strong communication skills

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