

Job Description: China office manager

The Top Line

We're looking for a high-energy go-getter who provides personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information. You will perform a range of general clerical, accounting, and book-keeping support functions in our organization.

The Job

- Full-time
- Super-flexible results-only work environment
- Excellent benefits
- Small team of people who are awesome, smart, and love what they do
- Tons of growth potential in the future

Main Responsibilities

- Answer, screen, and direct inbound phone calls
- Receive and direct visitors and clients
- General clerical duties including photocopying, fax, and mailing
- Set up and maintain electronic and hard copy filing system
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Prepare written responses to routine enquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments, exhibitions, and travel arrangements for managers or supervisors
- Prepare agendas for meetings
- Record, compile, transcribe and distribute minutes of meetings
- Open, sort, and distribute incoming correspondence
- Manage office supplies
- Operate and coordinate maintenance of office equipment
- Coordinate and maintain records for staff, telephones, and office equipment

Accounting Responsibilities

- Monitor and record expenses
- Prepare expense reports
- Maintain office budget
- Maintain book-keeping system through monthly financial reports

- Process accounts receivable and accounts payable
- Follow up on overdue accounts
- Perform account reconciliations
- Manage petty cash
- Arrange and prepare presentations
- Compile and present accounting reports
- Ensure accuracy of transactions to maintain reliability in financial reporting

Qualifications

- 2+ years of experience in administrative support or customer service
- Strong interpersonal, organizational, communication, customer services skills
- College degree or above preferred
- Knowledge and experience of relevant software applications - spreadsheets, word processing, and database management
- Knowledge of administrative and clerical procedures
- Proficient in spelling, punctuation, grammar and other basic English and Chinese language skills
- Proven experience of producing correspondence and documents
- Proven experience in information and communication management