

Détail de l'offre : Office Manager

Recruteur	CCF Chambre de Commerce et d'Industrie Française en Chine (CCI FRANCE CHINE)
Adresse	Suites 201-222, 2F, Building 81, No 4 Gongti North Road Chaoyang District, Beijing 2/F Mayfair Tower, 83 Fu min Road, Shanghai Room 802, 8/F Leatop Plaza, 32 Zhujiang Dong Road, Zhujiang New Town, Guangzhou / Room 318, 3/F Chinese Overseas Scholars Venture Building, Shenzhen Hi-tech Industry Park, Shenzhen
Ville	Pékin Shanghai Canton Shenzhen
Référence	25D1753331708
Titre de l'offre	Office Manager
Description du poste	<p>Company:</p> <p>Our client is the leading French consultancy for the management of foreign subsidiaries of small and medium-sized enterprises, managing the subsidiaries of nearly 500 French companies worldwide. In China, they have an office in Hong Kong since 2002 and an office in Shanghai since 2005, with a team of 20 people in Greater China.</p> <p>Job Summary:</p> <p>They are seeking a highly organized and experienced Office Manager to oversee the daily operations of their office in China. The ideal candidate will be responsible for managing financial, administrative, and HR-related tasks, ensuring smooth office operations, and supporting the team in achieving organizational goals.</p> <p>Key Responsibilities:</p> <p>Financial Management</p> <ol style="list-style-type: none"> 1. Manage monthly Invoicing and Accounts Receivable (AR) 2. Bookkeeping and monthly Financial Reporting to HQ 3. Tax and Compliance <ul style="list-style-type: none"> - Handle internal monthly tax declarations (Individual Income Tax, VAT). - Assist with annual audits (accounting, tax, and administrative tasks). 4. Manage the company's bank account and payment <p>Administrative Management</p> <ol style="list-style-type: none"> 1. Office Operations - Manage daily office tasks and administration duties. (IT DHL etc....) 2. Other ad hoc support such as organization of seminars and events 3. Liaise with HQ in France for various issues <p>Human Resources Management</p> <ol style="list-style-type: none"> 1. Employment contract, Payroll and Benefits 2. Recruitment and Onboarding, 3. management of HR files using internal HR system (HR record etc.) <p>Qualifications and Skills</p> <ul style="list-style-type: none"> • Bachelor's degree in accounting, Finance, Business Administration or a related field. • At least 3 years of experience in office management, accounting, tax and HR or a similar role. • Strong knowledge of financial principles and practices, accounting software (e.g., KingDee) • Excellent organizational and multitasking abilities. • Strong communication and interpersonal skills. – • Experience with international companies and Familiarity with local labor laws, tax regulations, and government procedures for foreign invested companies
Type de contrat	CDD
Télétravail	Tidak ada teleworking
Code localisation	Etranger hors UE
Pays	Chine
Région	Shanghai
Description du profil	<p>What They Offer</p> <ul style="list-style-type: none"> • Competitive salary and benefits package. • Opportunity to work in a dynamic, international environment. • Supportive and collaborative team culture.