

Office Assistant – CBBC Shanghai Office

Location: Shanghai, China

Package: Competitive Gross salary range between RMB 7,300 - RMB 7,800 (13-month scale) based on matched qualifications and experiences

About the China-Britain Business Council

The China-Britain Business Council (CBBC) is the UK's national business network promoting trade and investment with China.

Since 1954 we have acted as the independent voice of business, located at the heart of the action, engaging across both countries in every sector and region. We support our members, clients, and partners by delivering the advice, analysis, advocacy, and access which they need to seize the China opportunity.

Through our presence right across the UK and its office network in China, CBBC is uniquely positioned to serve its members' interests in the UK and China. Our diverse membership includes some of the UK's leading companies and universities, many of the most dynamic UK SMEs, and an ever-increasing number of Chinese companies exporting to and investing in the UK.

CBBC plays an important role in helping shape bilateral relations between the UK and China through our close links to the UK Government and the Devolved Administrations; the Chinese Government at national, provincial, and municipal level; and the British and Chinese Embassies.

Our commercial team is focused on providing quality insights and strategic reports to help UK and Chinese companies assess and develop their business. We are looking to grow our team with confident, outgoing, commercially minded individuals with a passion for business development and delivery excellence.

For more information about us, please visit our website – www.cb主c.org.

About Our Role

Main duties and responsibilities

CBBC is seeking a full-time Office Assistant to support the Shanghai office Admin/Finance/Business functions and will assist with a variety of tasks and activities of operation team, including mainly:

Finance & Operation Support (Approximately 60% time of the job holder)

- Office reception for both calls and visitors, including member meetings in SH office;
- Office operation including stationary and routine water/tea/coffee purchase and cleaning product purchase, office maintenance, meeting room booking, door security, office facilities maintenance and courier service etc.;
- Supporting Chief Rep in filing annual PSB work plan and work summary, liaise with PSB on change of legal rep for both WFOE and SH RO; update additional activity plan to PSB if needed;
- Serving LP staff needs including answering their finance/Admin related easy questions, collecting and reviewing their expense claim submission and sending to BJ Finance;
- Serving core team needs, including collecting all payment request and expense claim, preparing office routine operation payment, collecting fapiao and sending to line manager to approve and finally send to BJ Finance;
- Contact point for WFOE branch and RO bank related issues, Deposit UK funding to bank accounts, prepare required document and go to bank in person;
- This position is the registered tax system finance person in charge. Trips to the tax office/AIC in person in some cases;
- Make SH RO monthly vouchers and mail to Acumen (accounting firm) and receive voucher back to file;
- Coordinate for fixed asset physical count on Dec 31 and March 31.
- Staff enrollment/resignation arrangement in admin/IT: building& office entrance, booking IT service, business card ordering, and collecting bank account information;
- Support fortnightly regional team meetings, collecting updates from offices and sending meeting notes to all;
- Hotel booking for travelling colleagues if needed.

HR Support (Approximately 10% time of the job holder)

- Expat's work visa delivering, providing local supports;
- Be the main contact person in local to provide support to staff who needs to get SH residence/Hukou;
- HR fundamental daily admin supports.

Membership Support (Approximately 30% time of the job holder)

- Send RMB-paying member renewal notices;
- Follow up on membership fee payment with members and fapiao issuing;
- Update CRM system according to membership fee payment status;

- Update Member Retention Report on monthly basis;
- Events support (e.g., venue set-up) and other onsite support;
- Pre-event logistical support (e.g., order F&B for events).

In terms of operations, this role provides key support in the areas of admin, finance and HR to ensure the office operates smoothly. In addition, the role also adds value to the Launchpad service.

The role also provides support for the Membership & Events (M&E) team including handling the administration of membership renewals and onboarding new members. The individual also provides support for events and other logistical support required by the M&E Director.

The ideal candidate will meet the following criteria:

- Diploma holder, major in English or administration; knowledge and experience in office Admin and finance are preferred;
- Good command of both written and spoken English;
- Skillful in Microsoft Office;
- Self-motivated, proactive and open minded;
- Willing to assist other departments/staff for any urgent issues;
- Well organised, and ability to work efficiently in order to meet deadlines and requirements;
- Superior attention to details;
- Excellent inter-personal and communication skills;
- Capable of assuming Office Assistant role.
- Interest in British Business and Culture

Benefits and conditions of employment

CBBC offer a competitive package which include basic gross salary, social insurance, medical insurance, housing fund and generous leave entitlement.

The gross annual package for this position is RMB 94.9K – RMB 101.4K.

Interested candidates are invited to send a letter explaining how your personality and experience meet our requirements and an indication of your current salary and expected salary together with detailed CV to the following email address: CBBCHR@cbbc.org. Please use “**Office Assistant SH 2022 – Candidate Name**” as the subject of the email.

We regret that only short-listed candidates will be notified and that applicants who fail to provide a cover letter and use wrong subject of email will not be considered.

The closing date for applications is **21st November, 2022**. We encourage early applications. We will be reviewing applications as they come in therefore you may be contacted before the closing date if we wish to take forward your application.

Telephone enquiries and personal visits will NOT be accepted.