

Leeds Management Consulting (Beijing) Co. Ltd ("the Company"), is looking for an office administrator to provide effective administrative support to the Company.

Leeds Management Consulting (Beijing) Co. Ltd is subsidiary company of Leeds Venture Ltd. It is a trade and economic promotion agency sponsored by its holding company. It is a company assisting Leeds University to establish and develop business connections in China. The company will act on behalf of its holding company maintaining effective relationships with China and China's education community, various industry associations, government agencies, the British Embassy, the British Council and consulates, the British Chamber of Commerce in China, local organisations and Leeds alumni.

Leeds Management Consulting (Beijing) Co. Ltd provides business consulting, recruitment activities and operational support to its holding company and various stakeholder engagement activities with various Chinese markets. The company provides its clients with a series of additional market-related services, including market research, organising delegations to and from Leeds, conference management and translation services.

Post Title: Office Administrator

Location: Beijing

Salary: RMB 7000-9000 per month depending on experiences

Responsible to: Company Manager

Contract Type: Fixed term 2 years with the potential to renew

Other terms include:

- **20 days annual leave per year (days exceeding statutory annual leave belong to welfare annual leave granted by the company)**
- **Compulsory social security fund and housing provident fund, i.e. contribution from the employer**
- **13 months salary per year**

Job Summary

The main duties of the post will include the provision of administrative support for the Leeds Management Consulting (Beijing) Co. Ltd, particularly support the organisation of visits, marketing activities and daily operation of the office, including sourcing and liaising local suppliers, service providers and making bookings which requires high levels of professionalism.

The post holder is expected to have a good level of intercultural sensitivity. A high degree of professionalism combined with strong organisational skills are essential. Good interpersonal and communications skills are necessary together with a positive approach to team working. Experience of project liaison work, meeting arranging and

an ability to efficiently deal with high volumes of correspondence would be useful.

Main Duties and Responsibilities

Exhibitions and Fairs Support

- Signing up to fairs agreed and keep a record of them.
- Monitor marketing material stock levels and request/order more as required.
- Assist other colleagues with travel logistics for exhibitions and other purposes.
- Liaise with suppliers such as hotels and SF Express, to ensure the most cost-effective hotel rates and freight shipment to exhibitions and agents.
- Collate marketing event details and update marketing events on the Company Sharepoint.
- Represent the University of Leeds through attending appropriate recruitment fairs and events as required.
- Assist in preparing marketing materials as required.
- Translate documents and provide the proof reading.
- Liaise with colleagues and create detailed programmes and itineraries.
- Desktop research as required to support marketing and corporate activities.
- Assist in maintain and update digital and social media platforms.

Visits and Events Support

- Provide support to the organization of visits including visits to institutions, agents, schools, colleges and prospective students. The duties include:
 - Liaising with colleagues and external stakeholders across all levels providing logistic booking for all the itineraries
 - Making colleagues visiting China feel supported and being a key contact point for the visit
 - Liaising with restaurants and hotels regarding bookings and table plans
 - Helping to ensure appropriate cultural etiquette is followed
 - Co-ordinating gifts for each visits
 - Booking hotels and transport as required
- Work in a team to plan and organise visits by the overseas colleagues, producing a programme with a range of colleagues across the university.
- Provide support to the visit from Chinese universities by assisting with the invitation letter and collating dates, visit objective and staff profile.
- Assist in preparing briefing notes.

- Other general support activity as required.

Office Support

- Arrange the corporate gift purchase and supply, recharging departments as appropriate.
- Liaison with banks and other service providers
- Order stationery and office equipment when needed. Maintain a record of the equipment purchasing.
- Liaise with service provider for restocking, cleaning, maintenance of equipment and repairs.
- Filing as required.
- Arrange the courier service.
- Arrange re-charge as required.
- Provide administrative support for meetings, including the booking of venues and catering, preparation and circulation of agendas and minute taking as required.
- Ensure the smooth running of day-to-day office systems and processes for the Office operations.
- Maintain and regularly review relevant office systems. Identify areas for improvement and take initiative for development. In conjunction with line manager ensure the systems are properly documented so that, when necessary, they can be operated by others.
- Assist with the running of any required reports as directed using University IT systems to provide details on student applications and other data.
- Provide support to colleagues in China and in the UK with ad-hoc tasks as required.

Person Specification

Essential Criteria

- Educated to the university level and fluent in English and Chinese.
- Experience of organising events or complex meetings and (formal and informal) hospitality situations.
- Experience of drafting correspondence and writing effective information for multicultural audiences.
- Ability to demonstrate a customer focused approach to activities.
- Ability to handle confidential information working within office guidelines and in accordance with data protection regulations.

- Experience of working on activities as part of a team.
- Ability to use own initiative and work with limited direct supervision.
- Ability to relate to people of different cultures.
- Able to communicate clearly and comfortably with a wide range of internal and external stakeholders.
- Highly organised and able to demonstrate time management and problem solving skills to meet multiple deadlines and work effectively under pressure.
- Highly accurate with attention to detail.
- Experience of office work and carrying out a range of clerical tasks including recording, storing and retrieving information using computerised and paper-based systems.
- Experience of Microsoft Outlook, Word, Access and Excel.
- Being able to work flexible and unsocial hours as required, including evenings and weekends.

Desirable Criteria

- 1-2 years work experience in HE sector but new university graduates who are just starting out in a career can also apply.
- Willing to travel when needed.
- Experience of working with international students.
- Experience of managing social media platforms such as Weibo, WeChat public account, Bilibili.

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: Chinateam@leeds.ac.uk. Please use "Leeds Management Consulting (Beijing) Co. Ltd – Candidate Name" as the subject of the email.

We regret that only shortlisted candidates will be notified. The closing date for applications is 5th Jun 2025.