


## Détail de l'offre : EA&Office Manager

<b>Partenaire</b>	 AUDITOIRE China
<b>Adresse</b>	2F, 343 Jiao Zhou Road
<b>Code postal</b>	200040
<b>Ville</b>	Shanghai
<b>Référence</b>	21D1627973687
<b>Titre</b>	EA&Office Manager
<b>Description du poste</b>	<p>Provide daily secretarial support of a both highly confidential and general nature to CEO, Asia. Lead admin team to ensure professional admin support to employees and maintain office property and security.</p> <p>Secretarial work: meeting arrangement, travel arrangement, documents sign off, expense reimbursement, maintain administrative files and provide clerical support to the CEO as required.</p> <ul style="list-style-type: none"> <li>*Review meeting request with the CEO on daily bases, coordinate to finalize the time slots, prepare document as required, book meeting room and send request, remind for attendee to make sure the smooth and successful meeting administration.</li> <li>*Guided by cost effective principle and CEO's preference, arrange proper transportation and accommodation for each travel, ready to provide help for any emergency, prepare travel folder including itinerary, meeting agenda, meeting material and air tickets in advance for CEO's easy use.</li> <li>*Collect documents which required endorsement of the CEO from all departments, prioritize according to importance and emergency.</li> <li>*Document (e.g. letter, memo, presentation...) drafting and filing as required. Set clear documents filing index for easy search.</li> </ul> <p>Lead and monitor office administrative support and make the office an enjoyable place to work.</p> <ul style="list-style-type: none"> <li>*Monitor building provided equipment &amp; services and make clear communication between landlord and keep office in good order</li> <li>*Drive for office improvement projects &amp; enhancements (e.g. monitoring cleaning, facilities repairing &amp; maintenance)</li> <li>*Manage vendors &amp; suppliers to ensure company assets in good operation with reasonable cost (e.g. purchase &amp; maintenance of office furniture, office machines)</li> <li>*Maintain updated visa application information to facilitate any business visa application</li> </ul>
<b>Type de contrat</b>	Emploi
<b>Métier</b>	Administration / juridique
<b>Description de la société</b>	<p>AUDITOIRE Group is a leading experiential marketing agency and an innovative storyteller for prestige brands and corporations. Located in Paris, Shanghai, Hong-Kong, Singapore, Dubai and Doha, the agency offers local knowledge with international expertise.</p> <p>The core proficiencies of AUDITOIRE Group lie in the production of: Grand Ceremonies, Product Launches, Fashion Shows, Luxury Functions, Exhibitions, Road-shows, Corporate Conferences, VIP Parties, PR Media Functions and Production Solutions for customer needs across Europe, Africa, the Middle East, and Asia.</p> <p>AUDITOIRE Group includes three agency brands: AUDITOIRE, covering all large-scale live events across multiple industries; LUXURY MAKERS, focused on events for the luxury brands; TRO, focused on consumers engagement activations.</p>
<b>Localisation</b>	Wechat: auditoiregroup
<b>Pays</b>	Shanghai
<b>Profil recherché</b>	<p>China</p> <ul style="list-style-type: none"> <li>Very good written and oral English, CET-6 or above.</li> <li>4+ years relevant working experience, e.g. as a Secretary in a multinational company.</li> <li>Excellent computer knowledge especially in Microsoft Office (Word, Excel, PowerPoint).</li> <li>Good communication skills and writing in English.</li> <li>A good and efficient team player.</li> <li>Patience and assertiveness against strong character management.</li> </ul>

- Open-minded and ambitious with high integrity.

**Expérience** Expérimenté (3-10 ans)

**Langues** Anglais