

Administrative Assistant

Job Description

Responsibilities

- 1) Report directly to the President and support her daily work
- 2) Promote company products, develop new distributors, agents and customers, answer their enquiries and maintain good relationship with existing business partners
- 3) Prepare invoice and payment follow up
- 4) Handle tradeshow registration, booth setup and logistics
- 5) Make travel arrangement
- 6) Responsible for trademark registration
- 7) Monitor and assist with maintenance of the organization's website
- 8) Work closely with China office to assist on their operation and improve efficiency
- 9) Develop, review and implement human resources and administration policies, procedures and regulations
- 10) Handle job posting, recruitment and selection process
- 11) Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing
- 12) File and retrieve organizational documents, records and reports
- 13) Sign for and distribute UPS/FedEx or similarly delivered packages as well as send out documents/parcels via courier service
- 14) Create and modify documents such as reports, memos, letters and correspondences using word processing, spreadsheet and/or other software
- 15) Conduct research, compile data and prepare papers for consideration and presentation to the President
- 16) Research, price and negotiate with different agents, (i.e.: design house, printing company, lawyer and etc.)
- 17) Arrange for the repair and maintenance of office equipment
- 18) Support staff in assigned project based work
- 19) Answer telephones and transfer to appropriate staff member
- 20) Greet and assist visitors

21) Oversee all aspects of general office coordination

Qualifications

- Highly motivated and detail orientated.
- Ability to adapt to change on a regular basis.
- Thrive in a fast-paced, dynamic work environment.
- Professional written and verbal communication skills are required.
- Organizational Skills to effectively handle a high volume of incoming requests.
- Able to be on time and establish a strong attendance record.
- Ability to read, write, and speak English. Advantage if you know Chinese.
- Ability to multitask and communicate effectively.