



Position Specification

Job title: Administration Marketing and Finance assistant

Reporting to: Managing Directors and/or delegated authority

Appointment: Full Time

Location: Beijing office, various other location as maybe required from time to time in China and Australia

Purpose of the position

- To update and maintain the critical dates calendar
 - To ensure the certificates of currency for all insurances, registration, taxes and licences are kept up to date
 - To fulfil any administrative functions allocated to complete.
 - Prepares meeting room for functions and clear it away after completion.
 - Maintaining the company contact directory
 - Motor vehicle registrations, licenses, other Government legislation requirements
 - Travel and accommodation schedules as maybe required.
 - Administration and operations support duties
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Key Responsibilities & duties

Reporting to the Office Manager, General Manager, Managing Director and/or delegated authority, this position is responsible for:

- Manage communications (Phone, email, Web, Social Media and Face to face contact)
 - Maintain Techni Cleans customer database.
 - Support functions of Human Resources.
 - Fulfils any administrative process allocated to complete.
 - Assist in maintenance of Management Systems to maintain Quality, Safety & Environment in accordance with ISO 9001
 - Provide general and financial accounting administrative support entering data as required to Client data base, Accounts Receivable and Accounts Payable.
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Licences and certificates

Essential
Diploma or completing a Diploma in Business Administration and marketing
Speaks Mandarin and English.

Knowledge, Skills and Abilities (KSA's)

Essential	Knowledge of Administrative and Clerical procedures.
Fluent in all administrative operations to provide support where necessary	Excellent communication skills both written and spoken.
Listening skills	Ability to manage resources
Necessary Computer skills, advance skills in Microsoft Office 365 and accounts software	Knowledge & experience in both Mandarin and English, with a good understanding of Chinese and Australian Culture. With the ability to translate documents into both languages.
Adaptability to use various types of office equipment	Knowledge of Customer service principles and practices.

Personal Attributes

Essential	
Commitment to tasks	Reliability
Ability to Multi - Task	'Can Do' attitude
Accountability	Conscientious & Pride in work
Adaptable	Enthusiasm & Positive Attitude
Attention to detail	Motivation
Organised	Honesty

Key Tasks and Performance Indicators for Performance Review

Task	KPI	% of total Performance	Current Grade 1-10 (1=Poor, 10=Excellent)	Goal 1-10 (1=Poor, 10=Excellent)
Communication skill	To be able to liaise with clients translation of documentation both in Mandarin and English.	25%		
Financial data entry	Ensuring that all accountants receivable and payable date is entered and accurately completed each week, month and quarter to give management a full and accurate financial data.	25%		
Professional Presentation	This ensures that you develop and maintain a strong professional presentation, in dress code, manner, non-verbal as well as verbal communication.	25%		
Critical Dates calendar, Certificates of currency, registration, legislative requirements and travel accommodation requirements	This ensures that all critical dates and legislative requirements are updated and maintained with great accuracy. In addition, this should ensure that the company maintains all certificates of currency and registrations up to date at all times. Travel and accommodation arrangements are accurate.	25%		