



## **Office Manager, ANU China Centre (Beijing based)**

The Australian National University (ANU) seeks an Office Manager in its Beijing-based China Centre. The successful candidate will organize and coordinate office administration and procedures, to ensure organizational effectiveness, efficiency, and safety. The Office Manager is responsible for intra-office communication, streamlining administrative procedures, inventory control, staff supervision and task delegation.

### **Key Responsibilities**

- Developing and implementing office policies by setting up procedures and standards to guide the operation of the office, ensuring the results are measured against the standards, making necessary changes along the way
- Managing office services by ensuring office operations and procedures are organized, correspondence is controlled, filing systems are designed and maintained, supply requisitions are reviewed and approved, and clerical activities are properly assigned and monitored
- Ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise. Prepare monthly operational report and budget report
- Facilitation to four ANU Study Hubs operations and work as the major internal contact point to coordinate inter-city events and activities
- Working with the assigned professional service provider as the central contact point for office HR management, accounting and contracts relevant business
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems
- Undertake travel within Mainland China and overseas on behalf of the University
- Undertake other high-priority tasks of institutional importance, as assigned by ANU China Centre Director

### **Qualifications Required**

#### **Essential:**

- Bachelor or above degree, or professional qualification in relevant area
- More than 10 years office management experience
- Demonstrated interpersonal and communications skills. Proven experience in liaising with internal and external stakeholders, including the ability to develop and maintain constructive relationships
- Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make evidence-based decisions.
- Experience of managing budgets, data and administrative practices and procedures and the demonstrable evidence of process improvements
- Proven ability to work well within a team environment as well as to independently organise work priorities, multiple projects and meet tight deadlines.

- Native-level Mandarin Chinese and advanced spoken and written English skills to be able to communicate effectively with international school stakeholders and ANU internal colleagues.
- High proficiency in the use of computer-based, office information systems, in particular, spreadsheets, databases, web applications and word processing.
- A demonstrated high level of understanding of equal opportunity principles and a strong understanding of cross-cultural issues.

**Desirable:**

- Demonstrated understanding of the Australian and Chinese education system
- Experienced in senior administration management role of multi-cultural background company or successful start-up company

**Availability**

The candidate is expected to start this full-time position as soon as possible. The role will require domestic travel within Mainland China and possible international travel to Australia when possible.

**How to apply**

To apply for this position, please send your CV **AND** cover letter to [Nancy.yu@anu.edu.au](mailto:Nancy.yu@anu.edu.au) outlining how your experience and qualifications make you the right candidate for the position. Your cover letter should respond to the qualifications listed above.

Enquiries relating to this position may be sent in English to Ms. Nancy YU, Director of ANU China Centre on [Nancy.yu@anu.edu.au](mailto:Nancy.yu@anu.edu.au)

**Application deadline**

17:00 pm (China standard time), 5 November 2021

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