

Office Manager

Location: Shanghai

Reports to: General Manager

Company:

Our client is the leading French consultancy for the management of foreign subsidiaries of small and medium-sized enterprises, managing the subsidiaries of nearly 500 French companies worldwide. In China, they have an office in Hong Kong since 2002 and an office in Shanghai since 2005, with a team of 20 people in Greater China.

Job Summary:

They are seeking a highly organized and experienced Office Manager to oversee the daily operations of their office in China. The ideal candidate will be responsible for managing financial, administrative, and HR-related tasks, ensuring smooth office operations, and supporting the team in achieving organizational goals.

Key Responsibilities:

Financial Management

1. Manage monthly Invoicing and Accounts Receivable (AR)
2. Bookkeeping and monthly Financial Reporting to HQ
3. Tax and Compliance
 - Handle internal monthly tax declarations (Individual Income Tax, VAT).
 - Assist with annual audits (accounting, tax, and administrative tasks).
4. Manage the company's bank account and payment

Administrative Management

1. Office Operations - Manage daily office tasks and administration duties. (IT DHL etc....)
2. Other ad hoc support such as organization of seminars and events
3. Liaise with HQ in France for various issues

Human Resources Management

1. Employment contract, Payroll and Benefits
2. Recruitment and Onboarding,
3. management of HR files using internal HR system (HR record etc.)

Qualifications and Skills

- Bachelor's degree in accounting, Finance, Business Administration or a related field.
- At least 3 years of experience in office management, accounting, tax and HR, or a similar role. - Strong knowledge of financial principles and practices, accounting software (e.g., KingDee)
- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills. –
- Experience with international companies and Familiarity with local labor laws, tax regulations, and government procedures for foreign invested companies

Preferred Qualifications

- Professional certification (e.g., CPA, ACCA) is a plus.
- Proficiency in English and Chinese. French language skills are a plus.

What They Offer

- Competitive salary and benefits package.
- Opportunity to work in a dynamic, international environment.
- Supportive and collaborative team culture.

Please send your resume to: sh-recruitment@ccifc.org