**JOB DESCRIPTION**

**JOB TITLE: Office Manager - Chengdu**

**DEPARTMENT: City Football Chengdu**

**REPORTS TO: Scott Munn, CEO**

**LOCATION: Chengdu Office**

**DATE: TBD**

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**Job purpose**

The purpose of this role is to provide professional and confidential translation services and office management support in our Chengdu and Shanghai Office, ensuring the efficient running of office.

**Key Responsibilities**

* Based in Chengdu, this role will predominantly manage Chengdu office including its facilities, office supplies and be the first point of contact for all internal and external visitors
* It will also assist with the office management of the Shanghai office, supporting with travel booking, supplier management, facilities oversight.
* Work closely with the CEO to provide translation services in all meetings including live translation and the translation of documents
* Agenda collation, preparing minutes and actions points, following up where necessary including translation of these into English and Mandarin to accommodate all attending parties
* Translate and manage correspondence/emails on behalf of the CEO where directed
* Organise and maintain the CEO and office diaries, understand priority meetings and appointments
* Coordinate and schedule meetings, set up conference calls where required
* Organise extensive travel requirements including book flights, cars and accommodation for all business trips ensuring bookings are made within the guidelines of the travel policy for executive members of the Chengdu and Shanghai office
* Manage the process of VISA applications that are required for upcoming business travel for the CEO
* Raise Purchase Orders and Expense Claims using the finance system

**Person Specification**

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| **Knowledge, Skills and Experience:** *Please give details of the knowledge, education, formal qualifications, specialised training or experience required for the job. Indicate whether requirement is* ***essential or desirable****.* | |
| Essential   * Fluent in English and Mandarin both verbally, written and read to a high professional level * Experience in working in a corporate office environment * Experience of providing professional translation service * Proficient in Microsoft Office tools: Word, Excel & PowerPoint * Ability to communicate effectively with people at all levels * Ability to multi-task and handle changes to plans and workload in a positive manner. * Set and maintain high standards of work performance and deliver quality consistently and efficiently with good attention to detail * Remain calm under pressure and be comfortable working in fast-paced, adaptable environment | Desirable   * Experience of working in sports / football industry * Experience of working in a commercial environment |