

BUSINESS ADMINISTRATION MANAGER

JOB DESCRIPTION, May 2020

(www.clevylinks.com) is a fast-growing multinational start-up exclusively providing logistics solutions for B2C cross-border e-commerce and already a leader in its industry, especially with a grasp of +30% of the e-commerce volume from China. Operating since 2009, CLEVY is quickly expanding its global footprint in a mission to revolutionize international trade.

CLEVY team is composed of some of the brightest international experts of mail/parcel delivery, customs, transport, IT, on-line marketing, international trade, government affairs, located in 5 different countries.

CLEVY creates a new position of Business Administration Manager to accelerate the growth of Clevy organization in China and worldwide.

Mission : manage the following issues :

- Bank accounts (creation, maintenance, statements reconciliation, etc.)
- Accounts receivable monitoring
- Verification of billings from vendors and service providers
- administrative part of the accounting
- Tax issues
- HR Management (support to recruitment, labour contract, on boarding, etc)
- Social charges of employees
- operational materials and daily purchase
- general administration
- streamline and implement the related administrative processes
- Ad-hoc tasks as requested by management

For Shenzhen and different entities of the Group (including HK and Europe).

Reporting to the company Chief of Administration and company CEO.

Office location : Shenzhen 西丽大学城
(presently mainly remote work)

Requirements

- College degree or above, with more than 6 years administrative or finance experience
- Proficient written and oral communication skills in English and Chinese is a must
- Strong capabilities in using MS office, particularly in Excel is highly preferred
- Pro-active, self-motivated and a quick learner
- Well-organized with a positive “can-do” attitude towards challenge
- Willing to work in a multi-culture and multi-national environment
- Can work with some time pressure and meet deadlines
- Rigorous and well organized, strong analysis capacity
- Team spirit, good relational, communication and coordination capacity

Application : kindly send your CV and cover letter to jobs@clevylinks.com
