

## Job Description

**Position Title: Commercial Administrator/Admin Specialist**

岗位名称：商务专员/行政专员

**Location: Raffles City Shanghai**

工作地点：上海来福士广场

**Direct Reports to: Commercial Manager**

直接汇报：商务经理

**Cross Reports to: Senior Business Director**

间接汇报：高级业务总监

**Department: Commercial Department**

部门：商务部门

**Staff directly responsible for: None**

直接下属：无

- 1. Office daily Administration works, including but not limited to purchase office stationery, manage office supplies, daily expense statistics and reimbursement.**  
办公室日常行政工作，包括不限于采购办公用品，管理办公室的物资，日常费用统计及报销。
- 2. Support to Commercial Manager with different contracts review, modification and negotiation**  
协助商务经理参与合同的审阅，修改以及谈判
- 3. Support to Business colleagues and facilitating interactions with other departments**  
协助业务同事跨部门沟通
- 4. Project pipeline update and analysis**  
整理项目列表与分析
- 5. Client's background investigation**  
客户背景调查
- 6. Draft business or commercial department reports**  
起草业务与商务部门报告
- 7. Prepare Business proposals and tender documents**  
准备商业方案与投标文件
- 8. File project related documents**  
将项目相关文件存档
- 9. Meeting/Conference/Appointment coordination & arrangement with internal/external teams, preparing related materials and record meeting minutes when required**  
内外部会议安排与协调，准备相关资料，做好会议记录

**10. Setup new company**

注册项目公司

**11. Maintain a good relationship with internal and external departments**

与公司内部和外部各个部门保持良好的关系

**Job requirement:**

工作要求:

**Bachelor degree**

学士学位

**Major in English, Marketing, Finance or Law is preferred**

英语, 市场营销, 财务或者法律专业优先

**At least 3 year of administrative experience**

三年以上行政工作经验

**Competent user of Microsoft word, power point, excel, Outlook**

熟练使用 Microsoft word, power point, excel, Outlook

**Good communication and people skills**

良好的沟通及人际技巧

**Able to understand how to offer solutions and solve problems, client focused approach to work,**

**Strong priority setting and be able to manage multiple tasks**

能够理解如何找到问题解决方案, 以客户为导向的工作方式, 设置良好的工作优先级, 能够同时处理多个任务

**Fluency in written and spoken English**

流利的英文书写及口语技巧

**Willing to work overtime if task is under short lead time & is emergency**

如有紧急情况可以加班

**Willing to travel**

可以出差