**Office Administrator Job Description**

We are looking for a part time (12-20hrs per week) office administrator to organize and coordinate administration duties and office procedures in a small and friendly consultancy company. Your role is to maintain a high levels of organizational effectiveness, communication, and multi-tasks to support a small team.

**Responsibilities**

* Organize and maintain the office:
	+ Maintenance the daily office efficiently running, filling,
	+ Market support for the team
	+ Liaison with Accountant for the accounting issues, pay the Bills and issue the invoices
* Organize the office layout and order stationery and equipment
* Maintain the office and equipments good condition
* processing invoices and managing office budgets
* Ensure that all items are invoiced and paid on time
* Manage contract and price negotiations with office vendors or service providers
* Greeting and provide general support to all visitors
* Coordinate with internal and external third parties to organize the meetings or events
* Address employees’ queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
* Marketing support and plan in-house or off-site activities, such as events and conferences

**Requirements and skills**

* Proven experience as an office administrator, Office Manager
* Knowledge of Office Administrator responsibilities, systems and procedures
* Proficiency in MS Office (word, excel, PowerPoint, graph design etc)
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills, preparing letters, presentations and reports
* Strong organizational and planning skills in a dynamic environment
* A hard working and creative mind with an ability to support sales team. Previous work experience in life science industry will be desirable
* manage membership or social media for your organisation.
* Degree level; Mandarin Chinese or European language skills will be desirable

If you are interested in this position, please send your CV to swu@chinapharma.co.uk