

## JOB OFFER

### **OFFICE MANAGER – Guangzhou Office**

Equalize Limited has been supplying major brands in Europe and South America with production solutions in Asia. Strong from its network and reach, the Company is now developing a distribution network by importing premium food from France to fulfill an increasing demand in the retail channels in China.

This is an opportunity for a dynamic and ambitious profile to take part of this mission. Indeed the company is putting a lot of efforts and dedication in its development.

We believe that only great people can bring great results, so the career plan is certain if you have talent.

### **JOB ROLE:**

- \* Perform light office accounting functions: Bookkeeping, accounts receivable, accounts payable, invoices, payrolls and computer data entry.
- \*Prepare monthly, quarterly, annual balance sheet, income statement, cash flow statement
- \*Handle office-related matters including: ordering supplies, reception and internal communication.
- \*Assist with onboarding new team members, ensuring that all personnel have the info and tools they need to feel comfortable and productive.
- \*Streamline general office processes in order to ensure efficient and smooth daily operations. Implement new policies and procedures
- \*Assist with managing administration positions through recruitment, promotion, transfer, performance management, noting areas in need of improvement.
- \*Management of internal events calendar: Meetings, activities, trainings etc.
- \*Ensure collection and maintenance of employee's information to track updates.
- \*Oversee the work of contractors effectively to ensure quality delivery within timeframe (Computer technicians for trouble shootings, handymen's etc.)

## **REQUESTED PROFILE:**

- Bachelor Degree or equivalent experience in Business Administration, Finance or related discipline
- Perfect Spoken and written English (Cantonese is a bonus but not mandatory)
- At least 2 years of proven experience in Accounting or Business Administration
- Strong Computer programs skills including QuickBooks, Excel, CRM, PM software's
- Leadership and supervisory skills to guide associates and grow relationship
- Can-do attitude, always ready to overcome challenges
- High attention to details and great multitasking abilities.
- Responsible, Reliable and work well under pressure.

## **YOUR CHANCES WILL INCREASE IF:**

- \*You have good presentation and manners
- \*You are outgoing with a contagious positive energy
- \*You are very honest and Possess Great service attitude.
- \*You are Long term result oriented.
- \* You have a real interest for people and communication
- \*You have interest for innovation and new technologies.

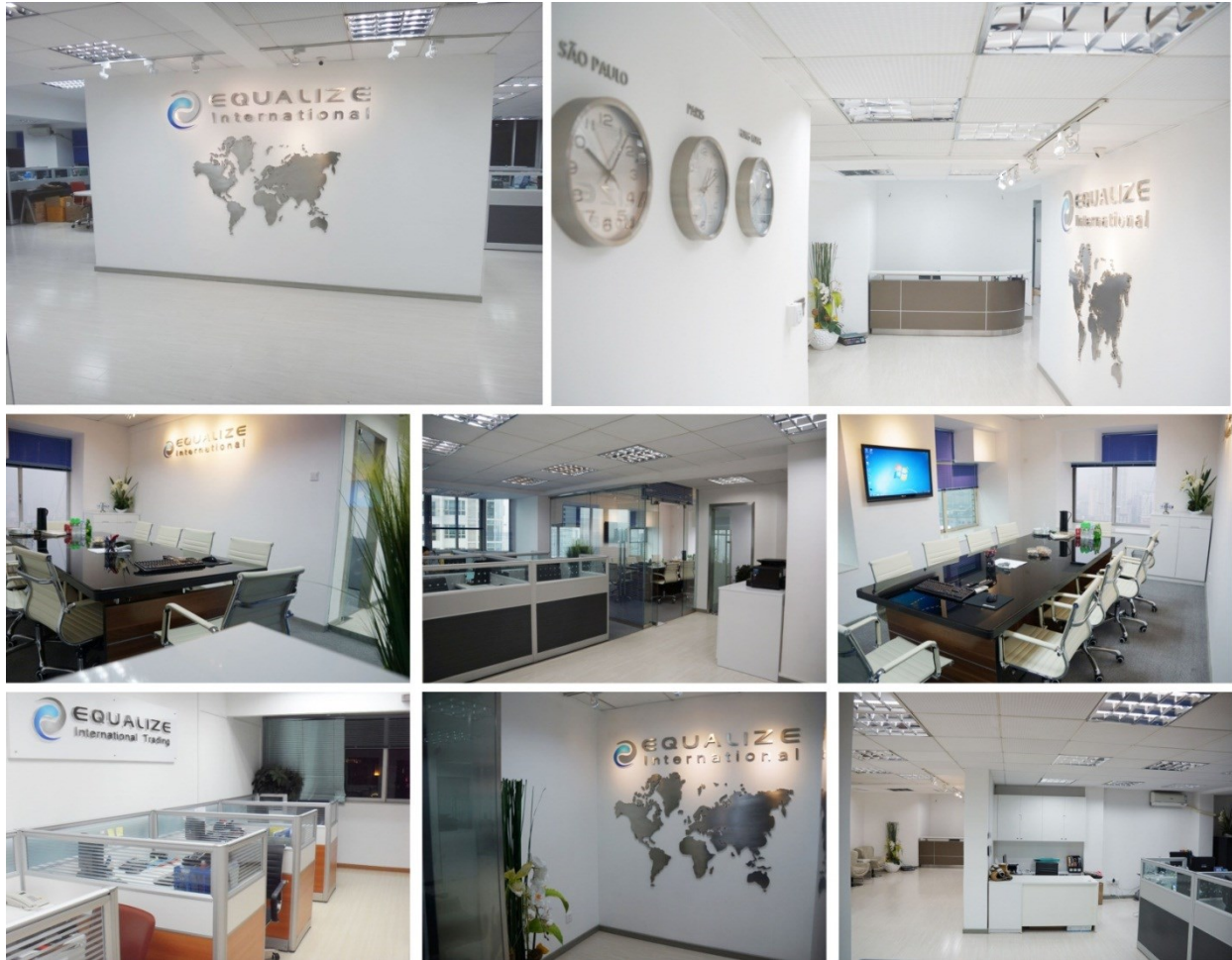
\*SALARY NEGOTIABLE\*

➡ Interested please apply in confidence with full career details, salary history, expected salary, contact number and email your application to [hr@equalizetd.com](mailto:hr@equalizetd.com)

**\*Please do not apply if you don't recognize yourself in this profile**

## WORKING PLACE

The job will take place in our Guangzhou office located in the center of the city: 3mn walk from the Metro station Haizhu Square and 4mn walk from the Metro “Beijing lu”. With own dedicated desk, computer and direct fix line. Wifi, Fridge, microwaves coffee machine etc...



## LOCATION

**EQUALIZE LTD**  
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