

RECEPTIONIST & ADMINISTRATIVE ASSISTANT OF APPLEBY(SHANGHAI)

JOB IDENTIFICATION

Job Title:	Receptionist & Administrative Assistant
Reports To:	Senior HR & Admin Officer
Department:	Administration
Persons to be supervised:	N/A
Location:	Shanghai

THE ROLE

Principal Duties and Responsibilities:

Reception

- Answer the doorbell and greet all guests courteously and advise relevant staff of their presence
- Manage conference room booking, setup and ensure drinks/refreshment is available and replenished
- Greet clients and serve drinks if required
- Ensure conference rooms are set up and tidy with sufficient stationary and notepad before the next meeting
- Brochures (and other pertinent papers and magazines) to be kept on display in an orderly fashion and in sufficient numbers
- Handle incoming calls (this includes operation of the voicemail system)
- Monitor and handle incoming fax and general email box and forward the messages to the relevant parties
- Handle incoming/ outgoing mails
- Arrange local and overseas courier
- Maintaining a log of courier packages, arranging payment and internal billing

JOB DESCRIPTION

Office Administration

- Liaise with building management for all maintenance & service calls. Including but not limited to lighting, air-conditioning and other office management matters
- Manage circulars from building management and circulate to all staff if necessary
- Notifying all staff of scheduled office maintenance
- Liaise with vendor to order ribbon and toner for printers
- Liaise with vendors to order office supplies (e.g. stationary, printing paper, letterhead paper, office supplies)
- Provide operations induction for new joiners (incl. orientation pack, training schedule and material, update of organizational chart, extension list, floor (seating) plan & map, office and building access applications etc.)
- Prepare payment requisition form or online submission for admin related payments to Finance
- Assist in staff engagement events
- Assist in the coordination of in-house and external parties (birthday, Christmas and Chinese New Year), partners' meetings and lunches, lunch & learns, drinks sessions, seminars, BD events etc. This involves preparing refreshments, drinks and snacks
- Maintain and update phone extension list and replace outdated list in meeting rooms
- Other administrative duties which may be required from time to time
- Provide coverage for the Hong Kong and Shenzhen Admin teams as needed during staff absences

REQUIREMENTS

Knowledge, Skills and Experience Required:

A minimum of 2-3 years' experience in similar capacity.