



## BUSINESS ADMINISTRATION MANAGER

JOB DESCRIPTION, May 2020

([www.clevylinks.com](http://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 the company organization in China and worldwide (HK, Europe, Asia etc).**

### Main missions :

Global :

- HR Management
- Tax management
- Bank accounts management
- Company secretary
- streamline and implement the administrative processes

For part:

- Accounts receivable monitoring
- Verification of billings from customers and service providers

Ad-hoc tasks as requested by management

Reporting to the company Chief of Administration and company CEO.

Office location : Shenzhen 西丽大学城

### Requirements

- College degree or above, with more than 6 years experience
- Proficient written and oral communication skills in English and Chinese is a must
- Strong capabilities in using MS office, particularly in Excel
- 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](mailto:jobs@clevylinks.com)

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