



global cross-border e-commerce logistics

可为易达 全球跨境电商物流

## GENERAL SECRETARY

JOB DESCRIPTION, November 2020

[www.clevylinks.com](http://www.clevylinks.com) is a fast-growing multinational start-up exclusively providing digital 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 drop-shipping volume from China. Operating since 2009, CLEVY is quickly expanding its global footprint in a mission to revolutionize international trade.

CLEVY team gathers talents from different industries (IT/digital, mail/parcel delivery, customs, transport, e-commerce, finance, etc), located in four continents.

**CLEVY creates a new position of General Secretary, to disruptively accelerate the company growth overseas.**

### Main missions :

Scope of work : non-Chinese subsidiaries of the Group, 5 “overseas” companies at this date.

Manage, implement, organize, coordinate, supervise and/or monitor :

- accounting and finance issues,
- administrative and legal issues,
- company structure (inc. Secretary of the board),
- recruitment of key positions,
- Group policies in terms of administration, HR and accounting overseas,
- application of Group policies in the companies.

+ Product owner for the related IT developments

+ any supporting task requested by the CEO

NOTA : if Chinese speaking, the mission can extend to China territory as well.

Reporting to the company CEO, a French national based in China.

Office location : Paris (or Shenzhen if Chinese speaking).

Other location can be considered in teleworking.

### Requirements

- Graduate of an undergraduate diploma or above, preferably in finance, law or management,
- Above 6 years working experience in relevant fields and international environment,
- Outstanding communication/coordination skills and team spirit,
- excellent command of English, additional languages is an important plus,
- Proficient in related IT tools,
- Highly reliable person, deep personal involvement, sense of responsibility,
- Rigorous and well organized, strong analysis capacity,
- High efficiency, can work with some time pressure and meet deadlines.

Application : kindly send your CV and cover letter to [clevyjobs@clevylinks.com](mailto:clevyjobs@clevylinks.com)

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