



## STUDIO ADMINISTRATOR & EXECUTIVE ASSISTANT

JACOB JENSEN DESIGN SHANGHAI

**Position:** Studio Administrator & Executive Assistant, Design Studio

**Start:** Immediately (August, 2019), based in Shanghai

This is an entry to mid level position. Reporting directly to the Studio Executive Director, the successful candidate will be responsible to ensure that processes and administrative activities in our Shanghai Studio run efficiently as well as coordinate studio events, client meetings, and oversee deadlines and commitments for the Studio Executive Director. You will play a critical role in the day-to-day operations of the studio by performing a diverse range of activities including secretarial services, communications, data entry and organization. You love helping others, enjoy multitasking, are a good communicator and have a love for organizing and keeping things in place.

### RESPONSIBILITIES

- General bookkeeping – recording financial transactions and handling of debit and credit postings, invoicing, and other tasks in consultation with the Company CFO and the Company accounting, tax and payroll service firms.
- Preparation of reports, memos, statements and other documents using word processing, spreadsheet, database or Keynote/PowerPoint.
- File and retrieve corporate documents, files and reports.
- General administrative management with building administrator.
- Supplier and vendor management.
- Management of petty cash fund (purchases, payments and transfers).
- Procurement and management of office equipment and supplies.
- Maintenance of supply inventory.
- Sorting and distributing incoming and outgoing post and parcels.
- Receive and communicate with guests, visitors and other members of the public.
- Handle internal and external communications.
- Attend meetings and record minutes.
- Assist with translation and interpretation works, including: on-meeting translation with clients and document translation Chinese-English and English-Chinese.
- Ensure that the studio space is kept in impeccable and organized.
- Manage studio calendar, recording holidays, meetings and other relevant events.
- Support during lectures, workshops, tradeshow, fairs, and other activities.
- Make travel arrangements.
- Other ad hoc duties.

## ESSENTIAL SKILLS AND QUALIFICATIONS

- Proven experience as an office administrator, assistant or other relevant experience
- Excellent communication and interpersonal skills
- Familiar with office management procedures and basic accounting principles
- Great attention to detail and excellent organizational skills
- Ability to remain calm under pressure
- Thorough and methodical
- Highly responsible, calm and polite
- Good command of English (Business Level)
- Proficient in Microsoft Excel and Microsoft Word
- Comfortable to taking initiatives and performing in an international working environment.
- Qualifications in secretarial studies are an advantage
- Bachelors Degree in Business / Accounting / English (for business) or related area

If you match our job description, please send your CV together with your cover letter to [mva@jacobjensen.com](mailto:mva@jacobjensen.com)

## ABOUT JACOB JENSEN DESIGN

For more than half a century, Jacob Jensen Design has been a contributing company within the international design scene. The studio's characteristic Scandinavian design language has proven to have global appeal and to be exceptionally enduring.

With insight into design, innovation, communication, sustainability and technology, Jacob Jensen Design provides a wide range of services for clients all over the world, helping them to become leaders in their industry.

Jacob Jensen Design offers:

- Product design
- Graphic design, branding and communication
- Public space, architecture and interior design
- App development and graphic user interfaces
- Education programmes, lectures and workshops

Jacob Jensen Design operates out of Denmark, China and Thailand.

For further information please visit [www.jacobjensendesign.com](http://www.jacobjensendesign.com)