



THE POSITION: ADMINISTRATION MANAGER

Cityneon is a global experience entertainment company specializing in unique, immersive and large-scale experiences. Staying true to our philosophy- “Big Ideas. Bigger Experiences”, we continue to push the envelope on what is possible not only through our offerings but our people as well. The combined efforts of our team of around 400 people worldwide have since seen us clinching the ‘Best Listed Company Award’ in 2018 and even a Guinness World Record title for “The Hunger Games: The Exhibition” in Las Vegas. Guided by the same principles of innovation and unwavering commitment to excel since 1956, we strive to get ever closer to our vision of being a global leader in the experience entertainment industry.

As we continue to grow and expand our operations in China and around the world, we are seeking a resourceful and dynamic individual to join us in the critical role of **Administration Manager** based in Beijing, China. You will play a key role in the overall upkeep of the China office. You will provide comprehensive executive support to management team, oversee general administration and office management.

The ideal candidate is engaging and personable with excellent communication and presentation skills. You will be a key point of contact for effective collaboration across the China office and the Cityneon Holdings group of companies, as well as external partners and vendors.

Key Responsibilities Include:

- Assist the line manager to establish, implement and optimize administrative management system, and provide extraordinary support services for all departments.
- Supervise and ensure all administrative policies are carried out well and propose timely and effective solutions when necessary.
- Formulate and implement the annual budget of related administrative expenses and control administrative costs, maintaining them at a reasonable amount.
- Assist HR department to complete the optimization of various welfare projects.
- Responsible for the management of daily consumables, such as receiving customers or visitors, drinking water, office supplies and others, and cooperate with the financial department to complete regular organization of inventory.



- Maintain regular contact with related departments and suppliers, search for new suppliers, coordinate and manage the existing suppliers (such as related government bodies, landlords, property companies, business travel agencies etc.)
- Create supplier's account, negotiate with new suppliers, settle or re-new contracts with suppliers, manage designated accounts, check bills and submit the application to pay it on time.
- Responsible for office environment and daily maintenance of fixed assets.
- Maintain the business contracts and assist agents to complete the related registration, declaration etc.
- Organize ad-hoc events such as birthday parties, team building exercise, major conferences and so on.
- Other ad-hoc work

Requirements & Attributes:

- Junior College Degree or above in Administrative Management, Secretarial or related majors.
- More than 3 years of experience in corporate administration, start-up administrative support experience is preferred.
- Excellent administrative management ability, proven experience in coordinating major events.
- Ability to work pressure. Excellent communication, coordination, organization and management skills; Strong ability to analyze and solve problems.
- Passionate on the job, highly responsible and patient.
- Good communication in Both Chinese and English.

Please send your detailed updated resume and portfolio to recruitment@cityneongroup.com before **31 December 2020**. All applications will be treated with strictest confidence. We regret that only shortlisted applicants will be contacted.