

POSITION: Administrative Assistant
LOCATION: Shanghai, China
REPORTS TO: Sales and Finance Admin

Position Description

The Administrative Assistant position is responsible for the daily administrative activities internally and externally, including serving as a professional administrative receptionist, ensuring the daily office operation functions of the China facility and also responsible for supporting the China sales team, the corporate finance and legal team. This individual must have knowledge of and support the Somero Enterprises mission, vision, values, policies, procedures, confidentiality standards and code of ethical behavior. This individual must take a proactive, leadership role in monitoring customer and visitor satisfaction and be accountable and take ownership to ensure the best interests of the Company are protected while also serving as a valuable point-of contact for customers to resolve contract, billing and collection issues. This position works closely with the China Sales and Finance Admin to improve or set up any company procedures needed. In addition, the individual must have a sense of urgency in providing timely support to the sales organization by facilitating preparing sales contracts, and coordinating machine delivery. The individual must portray a positive professional image of the company at all times.

Principal Accountabilities

- Serve as office front line, and distribute all the incoming calls to the related and responsible individuals
- Serve as administrative receptionist
- Participate in monthly office supply recording and purchasing activities
- Keep recording of company administrative services, and submit the expense and service fee payment request to the related department for approval
- Maintain a professional appearance, clean and safe office working environment
- Work closely with China Sales and Finance Admin to accomplish all the assigned office objectives based on the related regulations
- Participate in the development, execution and monitoring of administrative programs
- Basic knowledge of all company product offerings
- Participate in providing proper documentation for imported goods
- Collecting all the necessary documents/certificates required from the customer for Machine Sales Contract drafting.
- Prepare the machine sales contract drafting for chopping
- Coordinating machine delivery
- Enforce revenue recognition policy and document management
- Coordinate payment reminder communication with customers and keep detail call logs
- Coordinate distribution of monthly account statements to the customers
- Work with China Sales and Finance Admin to coordinate filings of collateral liens on financed equipment sold with external counsel
- Participate in serving as liaison with SITS to provide sales and accounting information needed to allow SITS to perform accounting
- Continually look at cost reductions and efficiency improvements
- Work closely with China Sales and Finance Admin to provide any service needed between Corporate Legal Team and in-country external counsel
- Work closely with China Sales and Finance Admin to serve as liaison between Chinese IT consultant and Corporate IT team

Attributes

- Capable of identifying areas where process improvements are needed and implement change when necessary
- Plan and coordinate work, ensure the ability to effectively implement projects in a safe and timely manner
- Strong data analysis and data management skills
- Utilization of the company's ERP system to effectively manage the business relationship with the customer
- Good communication skills
- Must maintain a confidential and positive attitude in high-pressure office situations
- Proven ability to prioritize work to meet deadlines
- Knowledge of and adherence to the Somero Code of Business Conduct and Self-Governance
- Ability to work safely in a warehouse environment and follow all company safety policies and procedures
- Be Accountable and Take Ownership

Desired Education/Experience

- BA and/or equivalent experience required
- CET-6 certificate or higher preferred
- Proficient computer skills required
- Good English and communication skills –verbal and written required

Working Conditions

- Travel as required
- Work extended hours as business needs dictate
- Ability to spend many hours sitting, using a computer and reading.

Administrative Assistant

Sales and Finance Admin