

Job Description

Position: Senior Administrative Assistant

Reports To: Human Resource Director

Job Description: We are seeking a highly skilled Administrative Support Specialist to provide high-level assistance to our VPs and Directors. The ideal candidate will be bilingual in Mandarin Chinese and English, with strong organizational skills and a keen attention to detail. This role requires experience in managing calendars, scheduling meetings, handling budgeting, and coordinating travel arrangements for both domestic and international trips. The candidate must be adaptable, able to prioritize tasks, and thrive in a fast-paced environment with changing priorities.

Primary Responsibilities, Duties and Functions (Including but not limited to the followings)

- Provide high-level administrative support to VPs and Directors, including managing their calendars and scheduling meetings.
- Handle correspondence, prepare reports, and maintain important documents and records.
- Assist with special projects and initiatives assigned by Executives/Directors.
- Manage budgeting, expense reporting, and invoice processing.
- Act as a problem-solver and resource for executives by addressing inquiries, resolving issues, and escalating matters as needed.
- Prioritize tasks, meet deadlines, and handle multiple projects simultaneously.
- Be adaptable and flexible to meet the evolving needs of the executives and the company.
- Maintain office supplies, manage inventory, and company equipment.
- Provide general support for visitors and requests.
- Coordinate travel arrangements for employees domestically and internationally.

Qualification Requirements:

- Bilingual in Mandarin Chinese and English preferred.
- Strong organizational skills and attention to detail.
- Ability to work autonomously and handle responsibility.
- Comfortable working in a fast-paced environment with changing priorities.
- Experience with quality management systems and budget management.
- Ability to work flexible hours when needed.

Compensation: (70-85K) Salary plus benefits including medical coverage, 401K plan and paid vacation earned