



**The British  
Chamber of Commerce  
Guangdong**

**The British Chamber of Commerce Guangdong** is a membership based non-profit organization that supports foreign companies to expand and develop their businesses in Guangdong. The Chamber has been growing rapidly and currently supports over 132 companies and over 30 government and non-profit agencies. Because of our ongoing growth, we're seeking to hire an office administrator. To learn more about the Chamber, please visit [www.britchamgd.com](http://www.britchamgd.com)

**Position:** Office Administrator

**Responsibilities:**

- Support in event preparation and execution
- Manage office supplies, payments, and upkeep.
- Answer general enquiries by phone call, email and fax with appropriate and professional manner
- Follow up membership registration paper work and deal with account issues
- Maintain all office records and accounts
- Attend events and represent the Chamber in a professional manner.

**Requirements**

- Highly motivated for strengthening and expanding the Chamber in Guangdong
- Detail-oriented and able to balance numerous responsibilities at once.
- Experience using office computer applications including basic networking, Microsoft Office, and web page support.
- Familiarity with day to day office administration including bank transactions, small business accounting, and computer networking.
- Excellent English ability and ability to work in an English only environment while writing and presenting persuasive letters, reports, and proposals in English.
- Minimum of at least two years work experience.
- At least one year study in UK strongly preferred.

Please send a resume to John Jamison, Email: [manager@britchamgd.com](mailto:manager@britchamgd.com)