

Job Title:	Receptionist
Location:	Shanghai – China (Asia)
Employment Status:	
Reports To:	This position will report to the HR Director
Travel (%):	< 5 %
<u>Major Roles & Responsibilities</u>	<p>We are currently looking for a receptionist for our office in Shanghai. The overall purpose of this role is to perform reception service, and general office administration.</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Answering incoming calls and take messages if necessary • Receive and arrange courier service and billing payments • Visitor registration and meeting room reservations • Facilitate tea breaks for meetings if necessary • Travel Management including hotel arrangements, booking of flight- and train tickets, and ground logistic management as to drivers monthly expense check • SAP billing for office lease, travel agent, and general office service vendor • Focal point in managing office with building property management in any notification and action follow up; office housekeeping, keep to maintain its function in a business reasonable way • SAP expense reimbursement process input for AP senior leaders • Coordinate with company event committee to organize family day and annual dinner to take guidance from supervisor for execution • Keep office filing for all admin related vendors and make some systematic way to allocate the files • Keep track of hotel and air ticket expense record and other required expense if necessary • Assists HR team to complete one-time project such as office move and renovation • Other responsibility required from business to provide clerk admin support <p><i>The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.</i></p> <p><i>Kraton's internal talent acquisition team manages our recruiting efforts and from time to time works with pre-selected/pre-approved external staffing agencies. We do NOT accept unsolicited resumes or candidate referrals from recruiters and/or agencies who are not pre-selected/pre-approved.</i></p>
<u>Skills and Experience</u>	<ul style="list-style-type: none"> • 1+ years of working experience in administration • Strong team player • Flexibility and openness to change, eager to learn and develop • Microsoft Office with advanced Excel knowledge • Ability to negotiate and execute procurement strategies/contracts to ensure lowest costs/best value for the company • Establish and maintain effective supplier relationships as well as relationships with internal customers in order to gain an understanding of their needs • Good written & verbal communication skills (English and Chinese)
<u>How to Apply</u>	Submit your resume to eu-jobs@kraton.com