



Office Manager (Beijing) Job Description

Cadence Translate (www.cadencetranslate.com) brings U.N.-style translation to the business world. We're able to stream real-time translation into conference calls and live events. We use a network of the world's best translators together with world-class conference call and streaming technology. Our users are able to experience. We are a venture-backed company whose investors include 500 Startups, the founder of Dianping (大众点评), and several luminaries from the interpretation industry.

We have offices in San Francisco, New York and Beijing. You will be the office manager of our Beijing office, which is our largest office.

Your day-to-day responsibilities will include:

- Arrangement of company meetings, both internally and with outside parties
- Coordination and execution of payments to major vendors
- Coordination of employee travel
- Scheduling of employee interviews

Required:

- **You must have** previous work experience working as an office manager or executive/personal assistant. Our company values include "respect the clock", "take feedback well" and "organized and aware". You will have demonstrated these values (and more) during your previous office experiences.
- **It would be great if you have** previous work experience in a China-based office of a Western company
- **You must be able to** speak and write fluent English and Mandarin (slight preference for native Chinese speakers). You will be needing to liaise with both English-speaking and Mandarin-speaking counterparties.
- **We're looking for someone with** interpersonal communication skills, the ability to multi-task and work effectively under pressure and competing priorities

Traits of Ideal Candidate:

- Previous work experience in an office that expanded from 5 to 50 people
- Awareness of differences between translation, transcription and interpretation
- Familiarity with Salesforce and Excel a huge plus

This is a full-time role with working hours expected to be 9am – 6pm Monday – Friday. Our office location is 10 Jintong West Road, 7th Floor, Tower AB.

The career track for this role is limited to administrative roles. Your initial supervisor will be the company's CEO.

To apply, please go to www.cadencetranslate.com/apply and have your CV and LinkedIn profile ready. You will need VPN in order to access the application.