

Administrative manager

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Deadline: 30.06.2022 23:59:59 The deadline for applications has expired
Salary: According to the interview results
Work experience: 2
Location: Bishkek
Type of involvement: full time
Schedule: 09:00 - 18:00



Huawei Technologies Bishkek
CO.,LTD

Address
Абдырахманова 170/1
Contact person
Seyil Batyrbekova

Information

Common information

At Huawei Technologies Bishkek, we look for people who share our vision: to enrich live with communication. We are a leading supplier of next generation telecom networks. Our people are committed to providing innovative products, services and solutions, and understand it as their mission to create long-term value and growth potential for our clients.

Qualification requirements

- Bachelor degree in economic, international relations
- More than 2 years of experience in business or administrative management field
- Fluent written and oral English is must
- Fluent written and oral Chinese is preferable
- Learning and communication skills
- Sense of responsibility, stability, care and sensitivity
- Process execution skills, risk identification skills, and process hand-raising skills
- Be able to execute corporate processes, be able to execute tasks according to process requirements and standards, comply with the exception raising mechanism, and report exceptions in a timely manner.

Duties

Office management:

- Incoming and outgoing correspondence;
- Monthly office purchase;
- Fulfillment of daily office needs;
- Work with suppliers of the Company, collecting invoice and signing acceptance acts;
- Daily vehicle operations, organizing transfers to and from airport, booking hotels, etc.

Visa specialist:

- Obtaining the annual company quota and work permits for foreign employees;
- Application of visas of various categories for Business Trip employees;
- Timely registration of employees in relevant state bodies;

- Timely obtaining of necessary certificates from State Tax Service;

Asset manager:

- Responsibility for company's property (laptops, office equipment, etc.)

Conditions

- Competitive "white" wage
- Opportunities for trainings
- Work in the international team of professionals
- Salary will be discussed during interview process;

All interested candidates shall send CV in English and cover letter with indicated name of the position "Admin manager" in the subject line of the application to email address seyil.b@huawei.com . Only candidates who noted vacancy name in the subject line will be considered.

About company

Huawei was founded in 1987. At the time of its establishment, Huawei focused on manufacturing phone switches, but has since expanded its business to include: building telecommunications networks; providing operational and consulting services and equipment to enterprises inside and outside of China; and manufacturing communications devices for the consumer market. Huawei has over 170,000 employees as of September 2015, around 76,000 of whom are engaged in research and development (R&D). It has 21 R&D institutes in countries including China, the United States, Canada, the United Kingdom, Pakistan, Finland, France, Belgium, Germany, Colombia, Sweden, Ireland, India, Russia, Israel, and Turkey.