



<b>Position</b>	Administrative Assistant, General Office
<b>Company</b>	China Merchants Bank, New York Branch
<b>Location</b>	USA – New York, New York
<b>Position Type</b>	Employee
<b>Employment Type</b>	Full Time

### **Company Overview**

China Merchants Bank (“CMB”) was founded in 1987 with its Head Office located in Shenzhen, China. In over 27 years since its inception, China Merchants Bank has grown from a small bank with one office in Shenzhen to become China’s sixth-largest bank with more than 600 offices in 40 cities. CMB was recognized as the most reputable and best-managed bank in China, winning numerous industry awards and honors for business performance, management capability and corporate culture. *Forbes* recently ranked CMB number 24 of the top 200 “World’s Most Reputable Companies”.

As the first Chinese bank to receive a banking license in the United States since the implementation of the Foreign Bank Supervision Enhancement Act of 1991, the CMB New York Branch secures a position as the bridge between clients in China and the United States. The New York Branch, which commenced business operations in the Fall of 2008, establishes a global presence for China Merchants Bank.

This exciting position at the New York Branch will report to the Deputy Head, General Office.

### **Responsibilities**

#### A. Facilities Management:

- a. Assume responsibility for oversight of office services, reception area, facilities, office furnishings, telephone services, fax, mail room, couriers, car service, etc.

- b. On-going management of security system, including building access application process management, handling security alarms, providing security training to employees.
  - c. Liaise with building and maintenance representatives regarding routine and remedial facilities-related matters, as needed.
  - d. Interface with landlord and outside vendors to ensure the facilities are properly maintained and secure.
  - e. Provide practical cost effective solutions to facilities-related problems.
  - f. Coordinate annual inspections as required by landlord, NYFD, DOB, etc. to remain in compliance with applicable laws and building codes.
  - g. HVAC – Work with IT to address heating and cooling issues for all floors.
  - h. Invoice payment paperwork preparation – Collect invoices from various vendors. Prepare payment paperwork per Finance’s requirement.
  - i. Manage fire safety issues; coordinate volunteer searchers, etc.
  - j. Participate in property management.
- B. Administrative work:
- a. Answer main line for the New York Branch and route calls on the telephone system to appropriate Branch employees.
  - b. Retrieve messages from the general delivery mailbox and distribute accordingly.
  - c. Arrange and coordinate the pickup of packages by messenger or courier services. Receive and record deliveries from couriers and overnight carriers.
  - d. Collect, sort, distribute and prepare mail.
  - e. Greet and assist corporate visitors (customers, clients, vendors, associates, job applicants, etc), determine nature and purpose of visit, and direct or escort them to specific destinations.
  - f. Maintain supply order and pantry items. Procure facility related products or service with minor spending volume.
  - g. Assist with holiday and celebratory events throughout the year.
  - h. Organize management meetings and take meeting minutes
  - i. Process and prepare memos, correspondence, travel vouchers, or other documents.
  - j. Manage corporate credit card program.
  - k. Interface with local auditors and provide required data.
  - l. Responsible for business cards printing.
  - m. Perform other administrative duties as assigned.

### **Skills and Experience**

- A. Strong verbal and written communication skills.
- B. One to two years of experience in a similar role.
- C. Fluent in Mandarin is a plus.
- D. Associate's degree preferred.
- E. Ability to project a professional image over the phone and in person.
- F. Commitment to both external and internal customer service.
- G. Must have the ability to multitask in a constantly changing fast-paced environment.
- H. Goal oriented, motivated self-starter with good problem-solving skills.
- I. Proven experience in working in a team environment and seen as a strong team player.
- J. Keen attention to detail, professional demeanor and the ability to exercise good judgment.
- K. Willingness to take initiative.
- L. The ideal candidate will be an energetic, confident, reliable, and outgoing.
- M. Must be comfortable with working in a multicultural environment and willing to learn.

This position offers an opportunity for professional growth within the Bank. Successful applicants will be asked to show proof that they can legally work in the U.S. without requiring visa sponsorship.

**Please submit your resume and cover letter to [GOCareer@ny.cmbchina.com](mailto:GOCareer@ny.cmbchina.com).**