Head of Office Administration

Responsibilities

- Full spectrum of office administration functions, including closely align with the business strategic development, collaborate global administrative initiatives and implement locally, office leasing, driving team development, quality service planning & design and optimizing operational workflow continuously.
- Formulate and improve departmental policy and operational workflow, monitoring the execution situation and maintain regular enhancement to improve employee's satisfaction and meet department objectives.
- Work closely with the business units to solve any administration difficulties, or resolving any resources matters, keep good relationship between departments and enhance their satisfactory level.
- Responsible for the departmental budget management from planning, cost analysis & control and maintain regular budget review.
- Coordinate with other back-office departments, ensure internal information & data shared effectively and accurately, creating a stand out administrative service for the business units.
- Handle staff activities and benefit and arrange company events to maximize employee's cohesiveness and sense of belonging.

Qualifications

- Degree holder with solid office administrative supervisory experience in listed company, internet/fintech industry is an advantage.
- Capable with a global vision and mindset, with cross industry office administration experience with effective problem-solving skills.
- Work closely with the business on development plan, provide all-round administration support with internal recognition.
- Excellent communication and interpersonal skills, ability to implement quality administration service thoroughly.
- Excellent sense of urgency, responsible and have good team spirit, flexible with dynamic working ability with good problem-solving technique.
- Able to work under pressure, work across time zones with other countries, proactive and optimism, with good project management and coordination skill.
- Proficient in general office working software, fluency in both written and spoken English and Chinese, Putonghua is a must.
- Will to travel if needed
- Immediate Available is an advantage

Hiring organization
OKX

OKX is a world-leading digital asset trading platform that provides advanced financial services to traders globally using blockchain technology.

OKX provides hundreds of token & futures trading pairs to help traders to optimize their strategies. The company is also one of the top digital asset trading platforms by trading volume, serving millions of users in over 100 countries. OKX derivatives remain a top-notch venue globally and have a daily volume of approximately $10 billion and are widely recognized as the golden standard in the industry. OKX believes blockchain technology will eliminate barriers to transactions, increase the efficiency of transactions across society, and eventually have a significant impact on the global economy. OKX strives to make innovative achievements that change the world and never stop to improve on our customer experience.

Employment Type
Full-time

Job Location
Hong Kong, Hong Kong SAR

Date posted
June 8, 2022

APPLY