



# Hunting Recruitment

## Office Manager (Chinese and English) – Houston, US

Our oil and gas manufacturing client are looking for an Office Manager for the Houston office.

### Primary Responsibilities

#### HR support:

- Process, organize and file HR related information and payroll

#### Office / Administrative:

- Assist management with confidential correspondence, filing, accounting, and other administrative tasks
- Coordinate meetings, appointments, events, calendars and travel for management
- Greet visitors at the door and direct inbound calls appropriately
- Photocopy, collate and bind reports, proposals, and other sensitive and confidential documents
- Support accounting activities as described below.
- Perform other clerical and administrative tasks as assigned

### Education & Experience Requirements:

- A degree/diploma in Business/Office Administration or related area required (an equivalent level of experience would be acceptable)
- Two to five years of administrative experience

### Qualifications / Required Skills:

- Excellent interpersonal and communication (both oral and written) skills in English and Chinese
- Familiar with Labour Law
- Well organized, motivated, and detail oriented
- Excellent problem solving skills
- Ability to work with others in a team environment
- Ability to handle confidential and sensitive material with discretion
- Excellent working knowledge of Microsoft Excel, Office, Outlook, PowerPoint, etc.
- Flexible and adaptable to take on additional tasks as required

If you are interested in this position and meet the above criteria, please send your resume in confidence directly to [bonnie@huntingrecruitment.com](mailto:bonnie@huntingrecruitment.com)