

Job Description

Our Client, GlaxoSmithKline (GSK), one of the world's leading Pharmaceutical companies, is seeking a Chinese-speaking administrator to give support to China R & D recruitment project.

Title: Administrator (minimum term of 6 month contract)

Reports to: Project Lead, Clinical R & D Recruitment

Based at: Harlow, Essex, Southeast England

Working Hours: This is primarily a full-time position however consideration will also be given to applicants who wish to work 30 hours per week.

Job purpose:

Provide administrative support to the Project Leader for R&D China.

Key responsibilities:

Responsibilities include but are not limited to the following:

1. Manage calendar. Manage domestic and international travel for both candidates and staff.
2. Maintain Lotus Notes database for candidates applying to roles in R&D China.
3. Schedule interviews with hiring team, candidates & liaising with departmental administrators.
4. Create candidate offer letters and packages.
5. Work in close liaison with local support staff in R&D China to ensure smooth transition of candidate information
6. Prepare and submit candidate expense report forms and vendor invoices.
7. Plan and manage routine tasks and long-term projects independently and with minimum supervision.
8. Update candidate tracking systems on an as needed basis.

Basic Qualifications:

- Ideally a Chinese Mandarin speaker.
- Significant experience in administrative support within an HR or Recruitment environment.
- Ability to work effectively in a fast paced, high volume environment with exemplary attention to detail.
- Able to cope with change.
- Advanced PC skills necessary including Lotus Notes and Microsoft Office Suite. Proficient use of email, calendar and databases required
- Must be able to manage, organize and schedule calendars.

- Must have excellent written, oral communication and strong interpersonal skills with demonstrated ability to interact well with all levels of the company including senior management
- Ability to multi-task and work well in support of other team members
- The ability to anticipate and manage client expectations is critical
- Must be able to handle sensitive and confidential information in an appropriate manner.

Preferred Qualifications:

Knowledge of and experience with GSK R&D organization highly desirable

Please note:

You must be eligible to live and work in the UK to apply for this position.

How to apply:

China Business Solutions is acting as an exclusive employment agency in relation to this vacancy. All applications should be made online through our recruitment website www.ChineseTalent.com. All data will be processed in accordance with the provisions of the Data Protection Act.

Please note that it is the responsibility of candidates applying for this vacancy to make enquiries of the UK Government about any relevant immigration requirements, and any other conditions that must be satisfied by law for a worker taking up employment within the UK.