

**Admin/Finance Executive**

**Location:** Shanghai

**Job Description:**

- To manage daily administrative work and filing system
- To manage daily finance record and audit
- To manage company registration with company registry and other government authorities
- To assist CFO in preparing project financial plan and budget
- To assist CFO in updating and consolidating relevant project information for business plan
- To undertake other duties as and when assigned

**Job Requirements:**

- Degree within finance/accounting/business administration/management
- Preferable 3-5 years working experience in finance management/analysis/related fields
- Excellent communication skills
- Strong organization skills with ability to work independently
- Proficiency in oral and written English

**Work Hours**

- Five working days
- Start immediately

If interested, apply to: **[admin@nano-mab.com](mailto:admin@nano-mab.com)**

## 行政/财务专员

地点: 上海

职责描述:

- 负责公司日常行政及档案管理工作
- 负责公司日常财务审核及汇总统计工作
- 负责公司注册及积极与注册部门或其他相关部门沟通协调做好工作
- 协助首席财务官编制项目项财务计划及预算
- 协助首席财务官撰写项目商业及经济分析报告
- 服从并完成领导安排的临时任务或其他工作

任职资格:

- 财务, 会计, 工商管理或相关专业本科以上学历
- 具有 3-5 年财务管理, 分析或相关工作经验优先
- 具有良好的内外部沟通能力
- 较强的组织能力和独立工作的能力
- 英语良好

工作时间:

- 5 天工作天
- 立即开始

有兴趣请联系: [admin@nano-mab.com](mailto:admin@nano-mab.com)