

**Position:** Office Admin

**Location:** Manila, the Philippines

### **The Position**

Clenergy is a leading company that specializes in the renewable energy market. We are designers and manufacturers of products that are sold worldwide. Due to the rapid expansion of our business here in the Philippines, we are looking to employ an office admin in the renewable energy industry. This is an opportunity to work with a company that has a global focus and a dedication to quality. You will be working in a small team and reporting to the Country Sales BDM.

### **Main Duties & Responsibilities:**

- Responsible to handle/coordinate/follow up all admin affairs on setting up local office/subsidiary;
- Answer the phone, deal with customer reception and visiting schedule coordination, present preparation and so on;
- To set up HR & admin management policy and supervise to execute according to local law and group policy of the company;
- Responsible for the HR management work, including staff recruitment, compensation and benefit, training, performance assessment, OHS & employee relationship, etc.
- To deal with local admin management work, such as admin property, fee, reception of customer, office stationery and conference arrangement, taking minutes, and so on.
- Coordinate internal departments work relationship to ensure customer satisfaction and delivery on time, responsible to contact external government organizations.
- To manage office files & documents, including all engineering project contract and important documents, materials like invoice, expense/reimbursement bills' management and archiving.
- Other tasks and duties as assigned by the management from time to time.

### **Position Requirements:**

- At least 3 years experience with similar jobs in solar energy, electrical whole sale or building hardware whole sale industries and able to manage an office (have knowledge of HR, accounting tax are preferred)
- Familiar with local labour laws and regulations, especially on employment and C&B.
- Consideration will be given to those who have HR/Admin experience in the same industry.
- Knowledge with ERP system, preferable SAP B1, Skilled in using the Microsoft suite of products, including Word and Excel, PPT, PS, Visio, etc.
- Good communication skills, fluent English and Filipino both written and oral (Chinese is preferable).
- Interested in the renewable energy industry and have a passion for making a difference in this exciting area.
- Able to ethically and honestly represent Clenergy and its products in the Philippines market.

**If this describes you and you are interested to work with international team then please apply now at [hr@clenergy.com.cn](mailto:hr@clenergy.com.cn)! Thank you!**