

Shanghai, 12th of May 2018
Contact Person: Ms. Yixuan
Wang/ Assistant of the Managing
Director
e-mail: [yixuan.wang@artax-
rufil.com](mailto:yixuan.wang@artax-rufil.com)
Internet: www.artax-rufil.com

Job Advertisement: Office Manager/ Assistant of Managing Director

About our company

Artax Rufil Consulting is a German-international corporate, tax and legal consultancy with locations in Waldshut, Basel, Shanghai, Moscow and Boston.

With German and international tax consultants, lawyers and management consultants, *Artax Rufil Consulting* supports international companies doing business in Europe, China, Russia and the US. Customers in need for an international tax strategy, contact *Artax Rufil Consulting* worldwide.

As specialized advisors for international tax law we have achieved great distinction, especially regarding the business in China, Russia, the U.S., Germany, Switzerland and the European Union. We provide advice for internationally enterprises and demanding private persons, answering all their legal, tax and economic questions.

Therefore, our activities are targeted at the big picture. We offer help with our expert knowledge and our work which primarily reflects our inner attitude. This also adheres to the compliance in China and ensures that business goals will be reached.

For this reason, we developed EDV-solutions that are based on a ERP-System. These illustrate the operational calculation following the Chinese standards CAS, ASSE or IAS and their reconciliation on the tax accounts as well as the further reconciliation in accordance with western standards like IFRS, Swiss GAAP, US GAAP and German GAAP (HGB).

We are a German law firm in Europe, China, Russia and the US.

Looking for an Office Manager/ Assistant of Managing Director

For our offices in Shanghai, we are looking for an Office Manager/ Assistant of Managing Director. Your daily work and your responsibilities will be:

- ✓ To manage our Shanghai office: Answering and delivering phone calls, managing the correspondence, the reception desk, to order and manage office supplies;
- ✓ To translate and organize documents in Chinese, English and German;
- ✓ To support the Managing Director and the Senior Consultants with all administrative work;
- ✓ To hold the Managing Director free of all administrative work;
- ✓ To support with making offer letters and contracts for our clients;
- ✓ To organize client's meetings in our office and marketing events outside our office as well;

Your profile

- ✓ Chinese of native level, good knowledge of English and/ or German, written and spoken;
- ✓ To be familiar with the main MS Office programs like Word, Excell, PowerPoint, MS 365 and others;
- ✓ Understanding or interest in business administration;
- ✓ Teamwork-ability and intercultural understanding;
- ✓ Customer and service orientation.

How to apply?

Applications in English, enclosing the usual required papers and a quote of your desired salary as well as the date of the earliest possible entry, shall be directed to Ms. Yixuan Wang (yixuan.wang@artax-rufil.com).