



With offices in France, Germany, Japan, Korea, Greater China and the U.S.A, Yole the « More than Moore » company, provides market research, technology analysis, strategic consulting, media services and financial services to a worldwide customer base.

Covering emerging and disruptive silicon and micro manufacturing markets, the group supports companies, investors and R&D organizations by delivering comprehensive analysis that helps them understand the markets and technology trends critical to their business.

JOB DESCRIPTION

Our company creates an **Office Manager** position to support us strengthening our activities in Taiwan.

You will be responsible for the efficient functioning of the company through a range of administrative, financial and managerial tasks and ensuring the smooth running of the office on a day-to-day basis.

You will work in close and daily collaboration with the Greater China Business Development Director to whom you will report directly.

Location: position based in Hsinchu (Taiwan).

YOUR RESPONSABILITIES

As an Office Manager you will be the Director's right-hand person and be responsible for a wide variety of tasks :

- Support of the Director: deal with mails and requests, answer customers' calls and direct as needed, maintain the office and manage suppliers' relationships. Participate on establishing any procedures and policies for the Company, book transport and accommodation for business trips.
- Finance & Invoicing: create and deliver invoices, contact customers to ascertain status of past due invoices and ensure all invoices are maintained and paid.
- Sales Support: registration of Purchase Orders, receipt and process of incoming customer requests during sales trips, database management: registration, cleaning and supply customer contact details.

EDUCATION / EXPERIENCE

- Administrative assistant graduate with a first experience (3 - 5 years) in a similar position
- Curiosity for new technologies and sciences would be a plus
- Proficiency in English is mandatory

Please send your latest CV & cover letter to recruiting@yole.fr