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**French Centre for Research  
on Contemporary China**

**Position: OFFICE MANAGER**

**Location: Hong Kong**

**Type of position: F/T**

**Post date: March 15**

**Start date: April 15**

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**The French Centre for Research on Contemporary China (CEFC), based in Hong Kong, seeks a well-organized, dynamic, detail-oriented office manager.**

The CEFC is part of a network of research institutions established around the world with funding from the French Foreign Ministry and the CNRS (French Centre for research in science). It functions both as an independent academic institution hosting individual research projects, and as a think tank devoted to analyzing current developments in contemporary China. It publishes a quarterly peer-reviewed journal in two languages, *China Perspectives* and *Perspectives chinoises*.

Candidates should be interested in working in a friendly, high-paced, trilingual (English, Chinese, French), academic environment, and have some interest in academic research and/or contemporary China.

**Job Description.** Reporting to the Director of the CEFC, the Office Manager will undertake the administrative and financial issues supporting the overall research and publication activities of the CEFC, and insure the smooth functioning of a fast-paced office involved in a range of research and publication activities. Duties will include:

Finance:

- manage book keeping and finances, in coordination with the French Public Accountant responsible for the CEFC;

Administration:

- maintain an efficient office infrastructure, including phone, fax, copying, printing, lighting and supplies procedures;
- handle all office rental, furnishings, and equipment issues;
- oversee computer network and database, and handle all technical troubleshooting;
- manage the subscriptions database to the CEFC's journal *China Perspectives* and sending out of journals to subscribers, contributors and promotional copies;

Operations:

- provide administrative and organizational support to research activities such as academic conferences, lectures or seminars; the Office Manager is encouraged to take initiative in participating in and contributing to these activities in accordance with his/her interests;

**Qualifications.**

- B.A. or equivalent; administrative office experience; familiar with Microsoft Word, Outlook, Access, Excel and QuickBooks.
- Chinese language skills (Cantonese and Mandarin) and fluent spoken and written English is a must. Knowledge of, or interest in, French, is a plus, but not required.

**Compensation:** Salary commensurate with experience. The CEFC offers an attractive vacation policy.

**Application:** Apply immediately. Please e-mail a cover letter, resume, and two reference contacts to the Director of the CEFC, Jean-François Huchet: [jfhuchet@cefc.com.hk](mailto:jfhuchet@cefc.com.hk). The subject of the e-mail should be "Application: Office manager"