

Manager - Business Planning & Agency Management

Responsibilities:

- To manage the corporate governance cycle (policy drafting & execution) within the offices in East Asia Region, in accordance with the Company's decision-making policies and local company's statutory requirements;
- To evaluate and comment on corporate (e.g. HR/ Finance & Accounting/ IT/ Admin procurement etc.) approval applications from all local offices, before escalating to Regional Headquarter management and/ or Global Headquarter for final approval;
- To monitor and manage local offices' performance by initiatives such as designing the KPIs, engaging in the organization budget evaluation process, and monitoring regularly on budget vs actual. Conduct meaningful analysis, give strategic insights, and propose innovative action plans for effective agency management;
- To organize and host management meetings including but not limited to Annual General Meeting, Country Head Meeting, Townhall and Regional Headquarter management meeting;
- To lead or engage in regional/ company/ cross-disciplinary projects as assigned by Regional Headquarter Management Team;
- To act as a bridge between Global Headquarter and local offices and to provide value-added services to all stakeholders within the Company.

Requirements:

- Bachelor Degree in any discipline, major in business management is highly preferred;
- At least 5 years of experience in business planning/ agency management/ corporate administrations fields;
- Strong corporate management mindset with knowledge in liner business' operation;
- Excellent analytical, organization, coordination, and interpersonal skills. Proactive, curious, open-minded, meticulous with a can-do attitude. Can function well in a dynamic environment with quick and proper actions. A fluid and critical thinker;
- Effective negotiation, influencing and communication skills to clearly articulate topics to senior management and to translate management's directions into action items to internal stakeholders;
- Good project management skills are a definite asset to this role;
- Proficient in English, Excel and PowerPoint is a must.

When working with us you can expect:

- Stable employment in a dynamic, international organisation that is one of the leaders in the market.
- Wide benefit package including medical insurance for you and your family members, life insurance, annual leave, paid sick leave and others.
- Great work atmosphere, interactive, encouraging, friendly and supportive team and culture, and have chance to join Corporate Social Responsibility activities.
- Spacious, relaxing and comfortable office in Two Harbour Square, Kwun Tong with fantastic sea view.



If you believe your skills and competencies could be of an advantage for Ocean Network Express, please send your application letter with detailed resume and expected salary to eas.rhq.hr.job@one-line.com.