



# Operations Associate Position

Walimai ([walimai.com](http://walimai.com) / [wacoin.io](http://wacoin.io))

Shanghai, China

Walimai is building a retail hyper-channel for authentic, safe consumer products. To accomplish this, we've developed and implemented banking-level anti-counterfeit technology. Using this technology, we aim to turn consumer products into a comprehensive IoT network over the coming years.

As Administrator, you will be responsible for a variety of tasks that allow the company to keep progressing as smoothly as possible. You will be in charge of bank & financial dealings, Visa matters, completion of business applications, gatekeeper of legal documents, and executor of general industry benchmarking tasks.

## What is needed from you:

- You're an experienced administrator, comfortable with the tasks outlined above.
- Assertive and head-strong enough to get things done quickly, not taking no for an answer when confronted with obstacles.
- Versatile and adept at multi-tasking.
- Mastered self-motivation and emphasizes self-development.
- Comfortable in taking on different tasks from different company departments.
- Fluent in both Mandarin and English.

## What Walimai offers:

- Market rate salary and bonus potential.
- Grow with the company: upside pool participation.
- Comfortable, open work environment in Shanghai.
- Freedom to stand out, grow, and be vital to the company.

Please send your CV and a short cover letter to [jobs@walimai.com](mailto:jobs@walimai.com) for consideration.

## Walimai Press:

<https://www.usatoday.com/videos/tech/2017/11/26/smart-label-helping-beat-counterfeiters/108051922/>

<http://www.bbc.com/news/business-42152892>

<http://www.straitstimes.com/asia/east-asia/smart-label-helping-beat-counterfeiters>