

Evolution Robotics

Employment Opportunity Profile

Building 6, 2601 Xie Tu Road, Suite 258 • Shanghai China •

Administrator

Evolution Robotics Shanghai Representative Office (Preparatory)
Shanghai, China

Position Summary as of Oct 1, 2008

Title: Administrator
Reports to: Chief Representative of Shanghai Office

The Company:

Evolution Robotics, Inc. is a robotics company that is developing break-through technologies that are revolutionizing robotics for the mass market. The recent convergence of low-cost mobile computing, wireless communication, and sensing technologies has not only made the development of mobile robotic products possible, but also economical for mainstream usage. Evolution Robotics develops breakthrough solutions for making machines sense and act autonomously. We partner with consumer electronics companies to augment the capabilities of their products, such as the Sony AIBO(r) dog or the WowWee Rovio telepresence robot, or create entire new robotic products such as the eVac robotic vacuum cleaner from Sharper Image.

Evolution is a recognized leader in the industrial and the academic communities. The company has assembled a world-class management team composed of leading robotics experts and consumer products business leaders to make the company's vision of providing useful robots at affordable prices a reality.

The Evolution Robotics team operates in a highly dynamic and very collaborative environment where the flow of ideas is encouraged from all parts of the team. The team of extremely talented engineers and scientists at Evolution has created a unique and highly stimulating and fun work environment. This team challenges the status quo in technology and pushes the envelope on what may seem impossible.

Evolution Robotics is an operating company of Idea lab!, a technology incubator known for having started many successful companies including Overture and CitySearch. We are located in the beautiful and sunny Pasadena, in Southern California. Hosting scientific institutions like the California Institute of Technology and the Jet Propulsion Lab, and national events like the annual Tournament of Roses, the city is considered the main cultural center of the San Gabriel Valley.

Position Purpose:

Company is rapidly growing and expanding our presence in China. We are currently looking for candidates that have outstanding adaptability, entrepreneurial skills, technical know-how and that are willing to contribute to a young team environment that is conducive to innovation and progress for Evolution Robotics Shanghai Representative office. Main duties are as following:

Office general administration which includes (Reception, mail and express handling, office access, layout and organization, managing office cleaning, suppliers ordering, meeting coordination, travel arrangement);

Office simple accounting (Banking, maintain petty cash, organize out-of-pocket reimbursable, Account payable for branch operating expenses);

Office HR, coordinate with CIIC to managing the HR activities such as hiring, setup new employee, termination and so on;
Secretarial Activities for Chief Rep;
Other activities: Sale assistance to China customer;

Requirements:

- 3+ years office, reception and secretary experience, good phone etiquette, a pleasant personality, be professionally presentable, and have excellent administrative and organizational skills that wow guests and delight staff
- Basic accounting knowledge and experience and Basic knowledge of recruiting
- Dynamic individual with superb writing, communication, organizational skills
- Proven Microsoft office skill
- Problem solving skills, Ability to multi task and set priorities
- Minimum Degree: College degree of office management, Administration, Secretaries or equivalent.
- Occasionally Travelling is required

Nice to have:

- Customer service and Sales experience

Assets:

- Self-starter that requires only an idea of overall strategic plan and can then tactically execute to expeditious completion
- Strong written and verbal communication skills
- Confident "do what-ever it takes" mentality

Language:

- fluently in Chinese and English both speaking, reading and writing

Location:

Shanghai, China

INTERESTED CANDIDATES SHOULD SUBMIT THEIR RESUME AND SALARY HISTORY

TO: Careers@evolution.com

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Note: This is a local hiring position