LLC Huawei Ukraine is looking for Asset manager, who will be in charge not only of company's assets, but for part of procurment work.

***Responsibilities for procurment part:***

1. Follow invoices flow, process payment;
2. Control process of internal flows of financial reports;
3. Proceed compliance testing.

***Responsibilities for asset management part:***

1. Tracing assets of the company in relevant internal system;
2. Be responsible for asset's warehousing;
3. Support IT team by providing laptops to new employees.

**Requirments:**

* Chinese - at least upper-intermediate;
* Bachelor's degree or above;
* Desire to do your best and to succeed.

Please provide your CV in English or Chinese.