Leah Li
2025-09-10

Basic Info

Title

Office Manager (Shanghai)

Employee Role

Office admin and HR

Email

lli@ennead.com

Performance Ratings

Communication Rating

★ ★ ★ ★ ★

Collaboration Rating

★ ★ ★ ★ ★

Professionalism Rating

★ ★ ★ ★ ☆

Technical Knowledge & Expertise Rating

★ ★ ★ ★ ☆

Workflow Implementation, Management, Execution Rating(Projects, Proposals, Employee Relations, Accounting, Marketing, IT, Technology and Office)

★ ★ ★ ★ ★

Performance Comments

Communication Comments

communication clearly in both verbal and written forms.

Collaboration Comments

Support team well and figure out the issues priority, which could help the team find our the key reason and solve the problem.

Professionalism Comments

act reliably with integrity to maintain a professional demeanor in all work situations

Technical Knowledge & Expertise Comments

strong technical knowledge for my role, apply it well to tasks and keep learning new developments.

Workflow Implementation, Management, Execution Comments

effectively manage workflows from start and finish, coordinating tasks and delivering results across projects and various business areas.

Software Tools

Revit

3 (Meets Expectations)

Rhino

3 (Meets Expectations)

Enscape

3 (Meets Expectations)

D5

3 (Meets Expectations)

Vantage Point

3 (Meets Expectations)

Deltek/ADP

3 (Meets Expectations)

Newforma

3 (Meets Expectations)

Bluebeam

3 (Meets Expectations)

Grasshopper

3 (Meets Expectations)

Word

3 (Meets Expectations)

Powerpoint

3 (Meets Expectations)

excel

3 (Meets Expectations)

Illustrator

3 (Meets Expectations)

Photoshop

3 (Meets Expectations)

Indesign

3 (Meets Expectations)

Additional Data

Please share your thoughts about the character and culture of our studio and practice.

Frame reorganization ; cost control

Software & Tools Feedback

We need non-tech employee forms for software and tools

Overall Assessment

Current YearOverall Performance Rating

★ ★ ★ ☆

Are there specific examples of your performance you'd like to share that weren't captured in earlier questions?

cost control for office operation

What additional resources would help you do your job more effectively?

Improve the NY and SH office communication, I need travel to NY office and work with the department of Admin, finance and IT team to understand more and improve office operation.

Employee Development

Employee Strengths

communication; find our the key reason and key problem of office operation; keep learning new knowledge

Areas for Growth / Development Goals

Work more closely with NY team of Admin, HR, IT and Finance, to understand more of each other