

**Employer:** British Chamber of Commerce Shanghai

**Job Title:** Business Development Manager

**Location:** Shanghai

**Salary Range:** Chinese national – RMB 12,000 - 15,000 monthly. Expat - RMB 17,000 – 20,000 monthly. Plus a 13th-month bonus and performance bonus.

**Contract Period:** 3 Years with 6 months probation

**Line Manager:** Executive Director

**Additional Benefits:** National and other official holidays; Annual leaves; Development; Flexible & family-friendly work environment

**Start Date:** early 2024, though could be after the Chinese New Year

### About BritCham Shanghai

The British Chamber of Commerce Shanghai is a dynamic network of international businesses with a common interest in China. Our members are the pulse of our organisation — we advocate best practice; we share knowledge; and we build trusted and long-lasting friendships. **Let's connect.**

Our purpose is to make connections. Connections that open opportunity, empower businesses and unite our community in China. Members from all over the world join BritCham Shanghai to gain access to China's most dynamic trading hub, Shanghai. With around 250 member companies already operating in China, we provide the best possible on-the-ground intelligence for companies and brands hoping to grow in China.

BritCham Shanghai delivers value to its members through the advocacy of policies and industries; timely knowledge sharing and insights; as well as community-based activities.

- **Advocacy:** We empower our members by developing better trade relations and enabling policy reform. We work to promote member success and share essential industry insights.
- **Knowledge:** We enable businesses to flourish through online and in-person knowledge-sharing events from roundtables, panel discussions and networking events; to training and mentoring.
- **Community:** Our community activity unites our members through social gatherings, signature events and storytelling. Beyond just business, this is where trusted friendships are made.

BritCham Shanghai is an equal opportunity employer that celebrates diversity and inclusivity. For more information about us, please visit our website at - [www.britishchambershanghai.cn](http://www.britishchambershanghai.cn).

### About the Role

BritCham Shanghai is calling for an enthusiastic person to join our experienced team as our new **Business Development Manager**. This is an excellent opportunity to develop your understanding of foreign businesses' operations and the business environment in China; as well as support businesses to thrive.

Reporting to the Executive Director and working closely with the Key Account Manager and wider team, you will both lead the recruitment of new members across the East China region and through our Shanghai and Hangzhou offices. You will also manage and develop existing and new partnerships and collaborations with similar organisations, as well as support and lead a number of government relationships.

You will also be responsible for a cohort of existing members and represent the Chamber at events and activities, ranging from district and provincial government to corporate events and networking/ mixer activities, for and on behalf of BritCham Shanghai. A small amount of public speaking will be required.

Finally, you will also support key events by engaging and supporting members, driving sponsorship opportunities and revenues, as well as the practical and planning side.

**Our Ideal Candidate:**

- Native English speaker with strong Mandarin communication and presentation skills
- An organised person with an interest and comfort in numbers and finances
- Have a positive & can-do attitude, able to work in a small team and have a collaborative approach
- Solid work experience, preferred in an international environment
- Look to begin or further their career in international business
- Have a passion for supporting businesses to thrive and connecting the community

**Skills and Requirements:**

- Bachelor's degree required; overseas study experience preferred
- Strong analytical, problem-solving, and communication skills
- Excellent learning ability and strong business sense
- Ability to visualise data and deliver presentations
- Well-organised, self-motivated, and able to multitask
- Ability to work effectively under deadline pressures
- Ability to work independently, as well as under supervision and as part of a team
- Culturally empathetic and eager to work in an international environment
- Excellent interpersonal skills, with a heart for service and a sustained positive attitude
- Be comfortable working within a small, close-knit team
- Flexible scheduling is required, including early mornings, evenings and occasionally weekends
- Proficient in Office 365 applications; able to master GlueUp CRM system

**How to Apply**

**The Package:** monthly gross salary of RMB 12,000 - 15,000 (Chinese national)/ RMB 17,000 – 20,000 (Expat) plus leave entitlement. You are eligible to participate in the Chamber's discretionary Annual Performance Bonus. Any Bonus awards paid will depend upon your own performance against agreed objectives and the overall performance, including financial, of the Chamber.

Please send your CV and a cover letter to [admin@britishchambershanghai.cn](mailto:admin@britishchambershanghai.cn) (email subject: Full Name + SH BD Manager) **before 10 January 2024**.

*We encourage early applications as we will select shortlisted candidates for the 1st round of interviews before the closing date.*

*Applicants who fail to provide a cover letter will not be considered. Please note that only shortlisted candidates will be contacted. Telephone enquiries and personal visits will NOT be accepted.*

The Chamber supports flexible working arrangements and provides staff mentorship. Being a staff member of the Chamber allows you to interact with a wide range of British and international businesses across all sectors and gain the opportunity to have a genuine impact on this vibrant community which has the longest history in foreign chambers in China.