

Employer: British Chamber of Commerce Shanghai

Job Title: Events Executive

Location: Shanghai

Salary Range: RMB 7,000 - RMB 9,000 monthly. Plus a 13th-month bonus and performance bonus.

Contract Period: 3 Years with 6-month probation

Line Manager: Special Events Manager

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.

About the Role

BritCham Shanghai is calling for an enthusiastic person to join our experienced team as our new **Events Executive**. 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 Special Events Manager, you will be playing a key role in executing and implementing the Chamber's event activities. The role entails supporting a wide variety of events* designed to promote and fulfil the Chamber's services for members under our three key pillars **Advocacy**, **Knowledge** and **Community**.

Event formats for example seminars, training & workshops, webinars, business connectors, conferences, social networking, sports day, gala ball, fairs, etc. To check on our previous and upcoming events, please visit www.britishchambershanghai.cn.

This position is suitable for an organised and positive person who would like to start your career and understand international business and NGO-style organisations.

Key responsibilities:

- Assist in maintaining key stakeholder relationships including hotels, restaurants and other potential venue options; service providers; partners and etc.
- Update the Chamber's events master calendar
- Manage pre-event logistics, including invitation, registration, nametags/attendee lists, invoicing, event slides, etc.
- Manage on-site logistics, including set-up preparation (AV, slides, etc), registration, venue coordination and other event execution
- Manage post-event logistics, including emailing fapiaos, collecting attendees' feedback and finance report
- Other Chamber events related general tasks

Our Ideal Candidate:

- Native Chinese speaker with good English communication skills and presentation skills
- An organised person with an interest and comfort in numbers and finances
- Motivated and detail-oriented
- Have a positive & can-do attitude, able to work in a small team and have a collaborative approach
- Solid internship/ 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 (preferably major in events management or related); overseas study experience is a plus;
- Strong 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 7,000 - 9,000 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 (email subject: Full Name + SH Events Executive) **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.