

Employer: British Chamber of Commerce Shanghai

Job Title: Zhejiang Ambassador & Office Manager

Location: Gongshu District, Hangzhou, Zhejiang Province

Salary Range: RMB 10,000 - RMB 14,000 monthly. Plus a 13th-month bonus and performance bonus.

Contract Period: 3 Years with 6-month 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.

About the Role

BritCham Shanghai is calling for an enthusiastic person to join our experienced team as our new Zhejiang Ambassador & Office Manager. **You will be the Chamber's first Zhejiang Office Manager.**

This is a new role as part of the launch of BritCham Shanghai's new Zhejiang office. You will be playing a leading role in the opening and launching of our new office, recruiting and training a small team of full-time and intern colleagues along with the development of a community for existing and potential new Chamber members and identifying key stakeholders (people and organisations) to support and promote the Chamber's goals. You will also manage an Events Executive to plan-lead-promote & execute a wide range of activities for members under BritCham Shanghai's three key pillars **Advocacy**, **Knowledge** and **Community**.

In addition, you will need to be able to understand and oversee financial planning and forecasting to ensure everything we do creates value and understand; as well as to oversee, plan and coordinate the Chamber's marketing and promotional campaign for the region.

You will need to be passionate, values-driven and well-organised. A key skill and aspect of this role is to be strong in relationship development including government officials (Chinese & UK), senior business leaders and influential individuals & media.

To achieve the above, you will have the support of the specific department leads and existing Britcham Shanghai senior leadership team as well as support, guidance, coaching and mentoring from our amazing members.

For the right candidate, there will be the opportunity to either grow within the organisation or through exposure to our wide community and high profile nature of the role to develop your own future career.

Key Responsibilities:

- Maintain relationships with key stakeholders & organisations
- Plan and oversee the Zhejiang Activity Master Calendar
- Manage a Membership & Events Executive and potentially other full-time colleagues
- Recruit & manage multiple interns
- Key account management of members, potential members and important stakeholders (both Chinese and international)
- Manage the day-to-day operation of the office
- Coordinate marketing and communications materials and oversee social media channels
- Monthly and annual reports, forecasting and summary
- Financial oversee including PnL, forecasting and budgeting

Skills and Requirements

- Preferably major in Business, Marketing or Hospitality
- At least five-year of related professional experience
- Native Chinese with excellent command of spoken and written English
- Well-organised, extremely detail-oriented
- Excellent negotiation and organisational skills
- Strong sense of urgency, ownership, and work ethic
- Ability to perform multiple job functions and tasks
- A team player with a proactive and flexible approach to work
- Flexible scheduling required – including early mornings, evenings and occasionally weekends
- 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
- Preferably an existing network within Zhejiang Province

How to Apply

The Package: monthly gross salary of RMB 10,000- 14,000 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 + ZJ Office 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.