

Employer: British Chamber of Commerce Shanghai

Job Title: Zhejiang Membership and Events Executive

Location: Gongshu District, Hangzhou, Zhejiang Province

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: Zhejiang Ambassador & Office Manager; and Shanghai Key Account 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 the Chamber's **first membership & events executive in Zhejiang!**

This is a new role as part of the launch of BritCham Shanghai's new Zhejiang office. You will be playing a key role in the development of a community for existing and potential new Chamber members, plan-lead-promote & execute a wide range of activities for members under the Chamber's three key pillars **Advocacy**, **Knowledge** and **Community**. Activity formats include for example seminars, training & workshops, webinars, business connectors, conferences, social networking, football tournament, St Andrews Ball, fairs, etc. To check on our previous and upcoming events, please visit www.britishchambershanghai.cn.

You will also be responsible for the day-to-day interaction with existing and potential new members and partners. This will include managing the membership system for the members you lead on covering inetractions, renewals etc. Also recruiting new members via membership presentations, following up on referrals, attending events and activities representing the Chamber and building the network, exposure and reputation of the Chamber.

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.

Key Responsibilities:

- Maintain relationships with key stakeholders including hotels, restaurants and other potential venue options; service providers; partners etc.
- Update the Chamber's events master calendar;
- Manage pre-event logistics, including invitation, registration, nametags/ attendee lists, invoicing, and etc.;
- Manage on-site logistics, including set-up preparation, registration, payment, venue coordination, troubleshooting, and other event execution;
- Manage post-event logistics, including collecting attendees' feedback, speaker appreciation, and finance reports;
- Maintain the membership system, renewals and communication with existing members
- Follow up leads and referrals as well as develop your own network to recruit new members and sponsorship support from companies;
- Lead the Chamber's Zhejiang Committee through minute-taking, committee admin and general support

Skills and requirements

- Preferably major in hospitality/events management or related
- Native Chinese with a good 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
- Preferable an existing business network within Zhejiang
- Be comfortable working within a small, close-knit team
- At least one year of related professional experience (including solid internship experience)

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 + ZJ Membership and 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.