

Senior Project Manager (Industrial Economy)

Location: Shanghai, China

Package: Salary range between RMB 11,500 - RMB 12,500, based on matched qualification and experiences

China-Britain Business Council

The China-Britain Business Council (CBBC) is the UK's national business network promoting trade and investment with China.

Since 1954 we have acted as the independent voice of business, located at the heart of the action, engaging across both countries in every sector and region. We support our members, clients, and partners by delivering the advice, analysis, advocacy, and access which they need to seize the China opportunity.

Through our presence right across the UK and its office network in China, CBBC is uniquely positioned to serve its members' interests in the UK and China. Our diverse membership includes some of the UK's leading companies and universities, many of the most dynamic UK SMEs, and an ever-increasing number of Chinese companies exporting to and investing in the UK.

CBBC plays an important role in helping shape bilateral relations between the UK and China through our close links to the UK Government and the Devolved Administrations; the Chinese Government at national, provincial, and municipal level; and the British and Chinese Embassies.

For more information about us, please visit our website at <http://www.cbbsc.org>

We are seeking an experienced Senior Project Manager to work as part of the CBBC commercial team based in Shanghai. You should possess excellent research and analytical capabilities, project management skills, and established business knowledge to write high-quality market research reports and be proactive in identifying Chinese partners for UK companies. You should be a confident and energetic team player and client focused with strong communication skills.

The Industrial Economy covers CBBC's work across Advanced Manufacturing & Transport (AMT), Energy, Environment and Infrastructure (EEI) team and Tech. The Senior Project Manager in Shanghai will play an important role in meeting the team's commercial delivery targets. The job holder will need to co-ordinate CBBC's activities and projects with key

stakeholders, including market research for UK companies seeking Chinese market opportunities, identifying, and recommending qualified Chinese partners, and supporting relevant business events. The ideal candidate will have a background, work experience and interest in the industrial sectors, be a fast learner in understanding the new policies and technologies relevant to these sectors; and have strong research capabilities to support CBBC's clients. This position will report to CBBC's Industrial Economy Sector Lead.

The successful candidate will be responsible for delivering high-quality research and trade services programmes to UK businesses in China.

Experience in the sector, excellent market research skills and report writing in English are the fundamental requirements.

Main responsibilities:

- As a Senior Project Manager, you should be able to manage and implement a project or research independently; or be able to work with other project managers as a team
- Researching and compiling in-depth market reports for clients
- Advising clients on market entry into China
- Analysing market intelligence on a range of industry sectors
- Identifying business partners and opportunities for British businesses
- Building and maintaining relationships with industry contacts
- Promoting and delivering CBBC services
- Contributing to the CBBC project teams by developing and sharing knowledge, thought leadership and solutions
- Serving CBBC's member community across the industrial economy
- Project management and liaison with clients in arranging trade missions and other events specific the sector

Requirements:

- Industrial economy background
- Previous experience of market research
- Bachelor degree or Master degree (desirable)
- Excellent written and spoken English (essential)
- For Senior Project Manager level, at least 5 years relevant working experience
- Passion for market research and excellent client facing skills
- Self-motivated, with a flexible and entrepreneurial style of working
- Proven ability to work independently and as part of a team
- Excellent data processing and IT skills
- Good interpersonal skills
- Excellent written and verbal communication skills
- Able to deal with various tasks at once
- Good project management skills
- Strong attention to detail
- Team player

Benefits and conditions of employment

CBBC offer a competitive package which include basic gross salary, social insurance (CBBC cover both employee and company contributions), medical insurance, and generous leave entitlement.

The gross annual package for this position is RMB 149.5K – RMB 162.5K with annual pro rata leave entitlement of 22-days for Chinese nationals.

We also provide excellent platform for development opportunities. This position is an excellent opportunity for the successful candidate to learn about international business and work as a part of a team across China and the UK.

Interested candidates should send a cover letter and CV in both English and Chinese to CBBCHR@cbbc.org. Your cover letter should explain why you believe your skills and background are a good fit for the role and give an indication of your salary expectations. Please use “**Senior Project Manager SH – Candidate Name**” as the subject of the email.

The closing date for application is **3rd August 2021**. We encourage early applications. We will be reviewing applications as they come in therefore you may be contacted before the closing date if we wish to take forward your application.

We regret that only short-listed candidates will be notified. Applicants who fail to provide a cover letter will not be considered.

Telephone enquiries and personal visits will NOT be accepted.