

Project Manager (Advanced Manufacturing & Transportation) Sector

Location: Beijing, China

Package: Competitive salary range between RMB 10,000 - RMB 11,000, 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.cbcc.org>

We are seeking an experienced Project Manager to work as part of the CBBC project team based in Beijing. 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 also a strong team leader who is keen to work on a diverse range of trade promotion activities in a fast-growing market.

The Advanced Manufacturing & Transportation (AMT) team is one of the key revenue generators for CBBC and this Project Manager in Beijing will play an important role in meeting the team's sector targets. The job holder will need to co-ordinate CBBC's activities

and projects around AMT's 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 an engineering background, experience of working with industrial sectors, and be a fast learner in understanding the new policies and technologies relevant to these sectors. The Project Manager will report to CBBC's AMT Sector Lead.

The successful candidate will be responsible for delivering high-quality research and trade services events to UK businesses in China. Experience in the sector is desirable; however, excellent market research skills and report writing in English are the fundamental requirements.

Main responsibilities:

- As a 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 leader;
作为项目经理完成分配的调研项目;
- Researching and compiling in-depth market reports for clients;
能准确理解客户需求, 为其提供有针对性的市场调研报告;
- Advising clients on market entry into China;
为客户公司进入中国市场提供可行的建议和帮助;
- Analysing market intelligence on a range of industry sectors;
收集, 分析, 整理行业相关的各项数据, 提供最前沿的市场资讯;
- Identifying business partners and opportunities for British businesses;
依据英国客户的需求在中国寻找合适的商业机会;
- Building and maintaining relationships with industry contacts;
与业界建立和保持良好的关系;
- Promoting and delivering CBBC services;
促进并交付 CBBC 的服务;
- Contributing to the CBBC project teams by developing and sharing knowledge, thought leadership and solutions;
通过资源开发和知识共享, 提供切实可行的解决方案;
- Providing leadership and liaison with clients in arranging trade missions and other events specific to your assigned sector;
参与贸易访问团以及行业相关的其他各项活动。

Requirements:

- Previous experience of market research
丰富的市场调研经验
- Bachelor degree or Master degree (desirable)
本科以上学历
- Excellent written and spoken English (essential)
卓越的英文语言表达及写作能力

- For Project Manager level, at least 2-3 year relevant working experience;
咨询项目经理要求至少相关 2-3 年工作经验
- Passion for market research and excellent client facing skills
对市场调研工作有热情和积极性；卓越的客户沟通技巧
- Self-motivated, with a flexible and entrepreneurial style of working
较强的责任心和事业心，较强的逻辑分析、计划执行与应变能力
- Proven ability to work independently and as part of a team
良好的独立作业能力及团队协作能力
- Excellent data processing and IT skills
卓越的数据挖掘、分析、加工整理能力；
- Good interpersonal skills
良好的人际交往技能与沟通能力
- Excellent written and verbal communication skills
卓越的文字处理、语言表达能力
- Able to deal with various tasks at once
工作思路清晰，能够同时应对处理多项工作
- Good project management skills
良好的项目管理技能
- Strong attention to detail
工作条理性强、细致严谨、稳重踏实
- Team player
有团队精神，乐于沟通，较强的组织协调能力

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 130K – RMB 143K 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 “**Project Manager AMT BJ – Candidate Name**” as the subject of the email.

The closing date for application is **19th July 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.