

Project Manager (Consumer Sector)
China-Britain Business Council

Location: Shanghai, China

Package: Competitive salary range between RMB 9,500 – RMB 10,500, 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 – www.cbbs.org.

Project Manager – CBBC, Shanghai (Consumer Sector)

The Consumer sector is a key pillar of CBBC's work. As a result we are now seeking an experienced Project Manager to work in our Consumer team in China reporting to the Assistant Director Agriculture, Food & Drink and working closely with CBBC's Director of Retail & Consumer Strategy and UK based Director, Consumer Economy. This role is a client facing role requiring fundamental industry knowledge, keeping a tight connection with sector colleagues. The jobholder will be responsible for delivery of sector based services to demanding clients including the UK and Chinese Government and major companies, to meet client expectations.

This role will be based in Shanghai. You will possess excellent research and analytical capabilities, project management skills and established business knowledge to write high quality market research reports in English and be proactive in identifying Chinese partners for UK companies. You should be a confident and energetic team player who is keen to work on a diverse range of trade promotion activities in a fast growing market.

The ideal candidate will ideally have experience working in China's Consumer sector and be familiar with the market landscape across these areas (and be motivated to develop and learn). The role will involve working with clients from across the sector. Whilst experience in the sector is desirable; however excellent market research skills and report writing in English are the key 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 competitive packages 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 123.5K – RMB 136.5K with annual pro rata leave entitlement of 22-days for Chinese nationals.

Interested candidates are invited to send a letter explaining how your personality and experience meet our requirements and an indication of your current salary and expected salary together with detailed CV to the following email address: CBBCHR@cbbc.org. Please use “**PM Consumer SH – Candidate Name**” as the subject of the email.

We regret that only short-listed candidates will be notified and that applicants who fail to provide a cover letter and use wrong subject of email will not be considered.

The closing date for applications is **5th 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.

Telephone enquiries and personal visits will NOT be accepted.