



Research Manager, Commercial, China (Shanghai)

Package: Competitive salary range between RMB 14,000 and RMB 16,000 per month based on matched qualification and experience.

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 they need to seize the China opportunity.

Through our presence right across the UK and our office network in China, CBBC is uniquely positioned to serve our 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 levels; and the British and Chinese Embassies.

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

CBBC is recruiting a Research Manager in our China commercial team based in Shanghai. This role will support and manage fundamental areas within CBBC's portfolio of China market entry services, providing quality control of client deliverables and supervising the output of project teams across our eight sector teams. With the specific purpose of promoting the services CBBC delivers for our clients, the holder of this position will also be expected to contribute to internal project meetings, join scoping calls with clients and expected to contribute to internal project meetings and join scoping calls with clients, and will also have the opportunity to partake in CBBC delegations attending external events

The Research Manager will report to the Senior Director, Commercial and work closely with all CBBC sector leads and teams.

Key Responsibilities

- Editing, proofreading and, when required, creation of documents produced for CBBC clients by our sector teams, covering China Gateway, China Navigator proposals and a comprehensive range of service deliverables, including market research reports, roadmaps for market entry and competitor analyses.
- Taking an active role in ensuring that projects are successfully managed to meet client deadlines.
- Assisting sector/project teams in allocation of resources when necessary.
- Providing regular training and upskilling to sector teams and other colleagues

throughout China.

- Creating and updating case studies, marketing collateral and staff profiles to drive leads and conversions.
- Creating and updating staff profiles to promote the skills of China-based colleagues and project teams.
- Managing a small team of editing staff

Job Requirements

We are specifically looking for applicants that meet the following criteria:

- Native English speaker.
- Excellent editing and proofreading skills in English.
- Degree-level education, ideally with a background in business, management, business information systems or language.
- Self-motivated, disciplined, and able to work independently with a keen attention to detail.
- Highly organised, practical, persuasive and target driven.
- An effective team worker with an outgoing personality and able to communicate effectively both with clients and across the organisation.
- Ability to manage large amounts of information and multi-task accordingly.
- Understand systems and processes.
- Two to three years of relevant work experience.
- Experience of using PowerPoint, Word, Excel, SharePoint and CRM systems.
- Experience of using graphic design software (desirable).
- Requisite two years' related working experience to qualify for a China working visa.

Interested candidates are invited to send a letter explaining how your experience and personality meet our requirements, together with a detailed CV, to the following email address: CBBCHR@bbc.org. Please use “**Research Manager – Candidate Name**” as the subject of the email.

The closing date for applications is **Wednesday 4th 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 your application forward. We regret that only short-listed candidates will be notified.

Start date: As soon as possible.

Telephone enquiries and personal visits will NOT be accepted.