



JOB DESCRIPTION	
Job Title	Coordinator
Department	City of London Office, China
Grade	Local
Location	Beijing, China
Responsible to	Chief Representative
Responsible for	-

Background

The City Corporation is the governing body of the Square Mile dedicated to a vibrant and thriving City, supporting a diverse and sustainable London within a globally successful UK. The Corporation manages a dedicated programme of engagement with China, facilitated through the representative offices in Beijing and Shanghai, which have been established for over a decade. Our offices in China work to foster strong partnerships with public and private sector in the market to collectively drive the growth for financial services sector in the UK and in China. Our offices in China lead the Corporation's engagement focuses set by our headquarter (HQ) in the UK and act as the voice for the Corporation in China.

Purpose of Post

As a Coordinator, you will work closely with the Chief Representative in Beijing to support the Corporation's strategic engagement activities in China and maintain the office operation. Key responsibilities include providing regular policy updates /market development in relation to financial services; support the Corporation's senior principals' visits to China and other in-market events; manage and track the Beijing office's budget and operation to ensure the office is compliant with all local rules and regulations ; and coordinating communication between the Corporation and British Embassy in China, Department for International Trade in China (DIT) and trade associations and other stakeholders.

Main Duties & Responsibilities

1. Policy and Regulatory Research and Analysis

- Support the Chief Representative in Beijing to provide updates and analysis on the policy/regulatory updates and market development in relation to China's financial services sector to internal and external stakeholders.
 - Update the Corporation's China weekly newsletters.
 - Prepare financial services sub-sector briefing documents to provide relevant updates for internal use including preparing PowerPoint presentation slides, etc.
 - Support the Beijing Office to disseminate policy/regulator updates and market development information to all relevant stakeholders.
2. Event Management and Visit Coordination
- Coordinate logistic arrangement for all events and visits that take place in China including negotiating with hotels and event space supplier to option value-for-money options.
 - Prepare promotional collaterals and publications that will be used at events, including liaising with suppliers on design and printing of these collaterals.
 - Write pre-visit briefings and agenda required for all events and visits for both internal and external use.
3. Office Management and Coordination
- Maintain the smooth running of the office and the administrative work required to support the offices operation.
 - Lead the Beijing office management tasks including annual office renewal, routine finance work, tax declaration, managing contracts and payments for third parties.
 - Prepare quarterly budget submission and invoicing for all operation spending related to Beijing Office.
 - Support the Chief Representative in preparing monthly report to HQ to reflect the Beijing office's activities and highlights.
4. Stakeholder Management and Communication
- Support the Chief Representative in Beijing office to build strong relationship with partner bodies including Beijing Municipal Government, London and Partners, DIT, financial services business community, etc.
 - Provide support to the Chief Representative in Beijing to assist interested parties to establish in the UK and achieve the Corporation's inward investment goal.
 - Provide support to the Chief Representative in Beijing to help UK financial services businesses to flourish in China.

To be considered for the role, you must meet the following criteria:

Essentials:

- Bachelor degree or above.
- At least 2-3 years relevant working experience.
- Excellent writing skills both in Chinese and English.
- Possess sound knowledge and experience in office administration and budget management and reporting.
- Demonstrate good communication & organization skills and are methodological in approach
- Good team player with good interpersonal skill.
- Proactive, detail-oriented, self-organised, independent and accountable.

Desirables:

- UK education background and working experiences in Not-for-Profit organisation or foreign Representative Office with a similar position preferred.

Candidates are invited to send 1) an English letter explaining how your experience meets our requirements and 2) an English/bilingual CV with an indication of your current salary and expected salary.

*Please email Asia@cityoflondon.gov.uk with the subject line [your name]BJ2021 **before 10 October 2021.***

We regret that only short listed candidates will be notified and that applicants who fail to provide a covering letter will not be considered.