

Assistant Director/Director, Membership & Events (China)

Location: Shanghai
Reporting to: Managing Director, China

Competitive package based on matched qualification and experiences

Director: RMB 25,000 – 28,000/month (before Tax)

Assistant Director: RMB 24,000 – 26,000/month (before Tax)

About the role

The China-Britain Business Council (CBBC) is the UK's national business network promoting trade and investment with China. Founded in 1954, CBBC acts as an independent voice for our members providing the advocacy, analysis, and access they require to succeed in China.

This role sits within CBBC's China leadership team as overall lead for our membership and events programme. The role offers a unique and rewarding opportunity to work at an organization that sits at the center of British business activity with China.

Our ideal candidate will be a confident communicator with a passion for business. They will have experience developing partner communities, an eye for detail, and a positive can-do approach to their work.

Key Responsibilities:

- Lead a small team to maintain and grow our membership community in China through the retention and acquisition of member companies
- Develop our events programme for China from small-scale roundtables to large-scale forums
- As a senior member of CBBC's China team located in Shanghai you will manage a network of stakeholders including at local and British Governments
- Represent CBBC at events including delivering speeches and presentations

Desired Skills & Experience

- Degree level education, ideally with a background in business, management, business information systems or a China related discipline
- Experience development partner networks ideally with MNCs and Government stakeholders
- Familiarity with organizing events of varying sizes
- Grasp of the wider environment for international businesses operating in China
- Team player with strong leadership skills

- Strong analytical skills and business sense
- Proactive and able to make well-balanced and well-informed decisions
- Comfortable in public settings with excellent communication and presentation skills
- Fluency in English. Strong Chinese language skills preferred but fluency not essential
- 8+ years working experience (exceptional candidates with less experience will be considered)
- Eligible to work in China
- Non-British or Chinese nationals are welcome to apply

Benefits and conditions of employment

CBBC offer a competitive package which include basic gross salary, social insurance, medical insurance, housing fund and generous leave entitlement.

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 you are a good fit for the role and give an indication of your salary expectations. Please use “**Assistant Director/Director, Membership and Events (China) – candidate name**” as the subject of the email.

The closing date for application is **3rd August 2022**. We encourage early applications. We will be reviewing applications as they are received 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. Telephone enquiries and personal visits will NOT be accepted.

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