



Project Executive, Commercial (South China)

China-Britain Business Council

Location: Shenzhen, China (Applications from Guangzhou will also be considered)

*Package: Competitive salary range between **RMB 8,500-RMB 9,500 per month** based on matched qualification and experiences*

About the 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.

Our commercial team is focused on providing quality insights and strategic reports to help UK and Chinese companies assess and develop their business. We are looking to grow our team with confident, outgoing, commercially minded individuals with a passion for business development and delivery excellence.

For more information about us, please visit our website – www.cbbsc.org.

About Our Role

We are seeking a Project Executive to work as part of our CBBC commercial project team to be based in Shenzhen (or Guangzhou), China and focused on delivering client projects across a range of sectors. 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 also be a confident and energetic team player with a passion to work on a diverse range of trade promotion activities in a continuously evolving sector cluster.

Reporting to CBBC's Assistant Director, Commercial and Sector Lead Technology & Innovation (Shenzhen based), the Project Executive will deliver projects across a broad range of sectors for our clients.

The job holder will be responsible for managing projects ranging from market research sector reports, policy research, and other activities which will also include B2B matchmaking, marketing, exhibition, and event management. When circumstances allow, this role will also facilitate visits for individual UK company clients and delegations. The individual will also be responsible for liaising with key stakeholders in the UK, businesses and Chinese Government and represent CBBC at relevant events in the South China region where required.

Excellent market research skills and report writing in English are the fundamental requirements. Ideally, you will be a fast learner with an interest in tracking the latest policies and regulations impacting international trade.

Main Responsibilities:

- As a Project Executive, managing and implementing projects and research work independently or working with other Project Managers/Executives as a team.
- Researching and compiling in-depth market reports for clients.
- Advising clients about market entry strategy into China.
- Analysing market intelligence covering all core sectors of our clients across the Knowledge Economy, Industrial Economy and Consumer Economy.
- Identifying business partners and opportunities for our clients.
- Building and maintaining relationships with industry contacts.
- Promoting and delivering CBBC's portfolio of services including Gateway, Navigator, Sector Initiatives and Events.
- Contributing to the CBBC project teams by developing and sharing knowledge, thought leadership, and solutions.
- Providing coordination and liaison with clients to arrange business matchmaking sessions and meetings.
- Upon resumption of travel, you will be responsible for the successful delivery of trade missions, delegations, and other events specific to your assigned sector.

Requirements:

- At least 1-year relevant work experience in market research and the ability to work with a diverse range of clients across variable sectors.
- Bachelor's degree or Master's degree (desirable).
- Excellent written and spoken English (essential).
- Self-motivated, with a flexible and entrepreneurial style of working.
- Proven ability to work independently and as part of a team.
- Excellent data processing and IT skills.
- Good interpersonal skills.
- Excellent written and verbal communication skills.
- Able to multitask and manage several projects at once.
- Good project management skills.
- Strong attention to detail.

The gross annual package for this position is RMB 110.5K – RMB 123.5K.

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@cbc.org. Please use “**PE South China – 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 **18th September, 2022**. 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.