



Office Manager, Guangzhou Office
China-Britain Business Council

Location: Guangzhou, China

*Package: Competitive salary range between **RMB 8,000-RMB 10,000 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.cbbs.org.

About Our Role

We are seeking a hardworking and self-motivated Guangzhou Office Manager for a short-term maternity cover placement (6-8 months).

You will work with CBBC China's Senior Leadership team and Sector Leads to execute the full scope of our work across Guangzhou and wider Guangdong province.

This role reports to CBBC's Assistant Director, South China.

Main Responsibilities:

- You will deliver work for our clients to high standards, have excellent client communication skills in fluent English and Chinese Mandarin and be able to meet tight delivery deadlines.
- Organise and coordinate CBBC activity across Guangdong province including trade missions, key stakeholder meetings, business dialogues, CBBC's GBA Conference, CBBC member and client events, together with wider regional and sector team.
- Manage key stakeholder relationships in Guangzhou and wider Guangdong province including CBBC members, UK and Chinese government, trade and investment associations and the wider footprint of UK businesses in the region.
- Responsible for the daily management and administration of CBBC's Guangzhou office.
- Provide support to our Launchpad clients based in the Guangzhou office.
- Engage our existing members and support further growth of membership.
- Perform other duties on demand to meet the needs of CBBC's work in Guangzhou and throughout Guangdong Province.

Requirements:

- Proven track record preferably with a services or consulting background.
- Proactive approach to maintaining business relationships at senior level.
- Experience servicing both international and Chinese clients.
- Demonstrable understanding of the concerns and issues faced by UK companies doing business in China.
- Excellent events management skills, providing careful attention to details and efficient communication skills.
- Preferable of understanding of UK cultural and business and good sense of business trends/issues.
- Excellent communication and presentation skills, including excellent written and spoken English (essential)
- Bachelor degree or Master degree (desirable)
- Self-motivated, with a flexible and entrepreneurial style of working.
- Excellent data processing and IT skills.

Benefits and conditions of employment

We offer competitive packages which include basic gross salary, social insurance, medical insurance and housing fund.

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 “**Office Manager GZ – 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 **3rd April, 2023**. 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.