

Employer: British Chamber of Commerce Shanghai

Job Title: Administration Executive

Location: Shanghai

Salary Range: RMB 7,000 - RMB 9,000 monthly. Plus a 13th-month bonus and performance bonus.

Contract Period: 3 Years with 6-month probation

Line Manager: Key Account Manager

Additional Benefits: National and other official holidays; Annual leaves; Development; Flexible & family-friendly work environment

Start Date: early 2024, though could be after the Chinese New Year

About BritCham Shanghai

The British Chamber of Commerce Shanghai is a dynamic network of international businesses with a common interest in China. Our members are the pulse of our organisation — we advocate best practice; we share knowledge; and we build trusted and long-lasting friendships. **Let's connect.**

Our purpose is to make connections. Connections that open opportunity, empower businesses and unite our community in China. Members from all over the world join BritCham Shanghai to gain access to China's most dynamic trading hub, Shanghai. With around 250 member companies already operating in China, we provide the best possible on-the-ground intelligence for companies and brands hoping to grow in China.

BritCham Shanghai delivers value to its members through the advocacy of policies and industries; timely knowledge sharing and insights; as well as community-based activities.

- **Advocacy:** We empower our members by developing better trade relations and enabling policy reform. We work to promote member success and share essential industry insights.
- **Knowledge:** We enable businesses to flourish through online and in-person knowledge-sharing events from roundtables, panel discussions and networking events; to training and mentoring.
- **Community:** Our community activity unites our members through social gatherings, signature events and storytelling. Beyond just business, this is where trusted friendships are made.

BritCham Shanghai is an equal opportunity employer that celebrates diversity and inclusivity. For more information about us, please visit our website at - www.britishchambershanghai.cn.

About the Role

BritCham Shanghai is calling for an enthusiastic person to join our experienced team as our new **Administration Executive**. This is an excellent opportunity to develop your understanding of foreign businesses' operations and the business environment in China; as well as support businesses to thrive.

Reporting to the Key Account Manager, you will support a variety of areas including processing and managing membership applications, renewals and general communications. You will help to prepare the monthly and annual reports and help to identify trends and also gather feedback directly from members so the Chamber can support them better. You will also support with finance tasks including processing, coordinating fapiao and other general administration tasks.

In addition, as the Chamber is a small team, you will get exposure and support in areas such as marketing and communications and a variety of events and activities that we organise throughout the year.

This position is suitable for an organised and positive person who would like to start your career and understand international business and NGO-style organisations or an experienced professional looking for a supportive and family-friendly workplace.

Our Ideal Candidate:

- Native Chinese speaker with good English communication skills and presentation skills
- An organised person with an interest and comfort in numbers and finances
- Have a positive & can-do attitude, able to work in a small team and have a collaborative approach
- Solid internship/ work experience, preferred in an international environment
- Look to begin or further their career in international business
- Have a passion for supporting businesses to thrive and connecting the community

Skills and Requirements:

- Bachelor's degree required; overseas study experience preferred
- Strong analytical, problem-solving, and communication skills
- Excellent learning ability and strong business sense
- Ability to visualise data and deliver presentations
- Well-organised, self-motivated, and able to multitask
- Ability to work effectively under deadline pressures
- Ability to work independently, as well as under supervision and as part of a team
- Culturally empathetic and eager to work in an international environment
- Excellent interpersonal skills, with a heart for service and a sustained positive attitude
- Be comfortable working within a small, close-knit team
- Flexible scheduling is required, including early mornings, evenings and occasionally weekends
- Proficient in Office 365 applications; able to master GlueUp CRM system

How to Apply

The Package: monthly gross salary of RMB 7,000 - 9,000 plus leave entitlement. You are eligible to participate in the Chamber's discretionary Annual Performance Bonus. Any Bonus awards paid will depend upon your own performance against agreed objectives and the overall performance, including financial, of the Chamber.

Please send your CV and a cover letter to admin@britishchambershanghai.cn (email subject: Full Name + SH Administration Executive) **before 10 January 2024.**

We encourage early applications as we will select shortlisted candidates for the 1st round of interviews before the closing date.

Applicants who fail to provide a cover letter will not be considered. Please note that only shortlisted candidates will be contacted. Telephone enquiries and personal visits will NOT be accepted.

The Chamber supports flexible working arrangements and provides staff mentorship. Being a staff member of the Chamber allows you to interact with a wide range of British and international businesses across all sectors and gain the opportunity to have a genuine impact on this vibrant community which has the longest history in foreign chambers in China.