

Project Executive – Retail & Consumer

China-Britain Business Council

Location: Shanghai

Package: Competitive salary range between RMB 9,000-RMB 9,500, based on matched qualification and experiences

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.

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

Project Executive – CBBC, Shanghai (Retail and Consumer)

CBBC is looking for a Shanghai-based Project Executive for the retail and consumer industry. The ideal candidate will have experience working in China's retail and consumer industries (fashion and apparel, beauty and personal care, mother and baby, home and garden, food and drink, sports and lifestyle) and familiar with the market landscape across these areas. The role will involve working with clients cross the retail and consumer industries (for example British Royal Warrant Brands, leading e-commerce giants and trade show organizers). The position will report into the Retail and E-Commerce Director.

You will possess excellent research and analytical capabilities, project management and execution skills and established business knowledge to write high quality market research reports and be proactive in identifying Chinese partners for UK companies. You should be a confident and energetic team player and also a very strong team leader who is keen to work on a diverse range of trade promotion activities in a fast growing market.

The successful candidate will be responsible for delivering high quality research and trade services events to UK businesses in China. Experience in the retail and consumer sector is highly desirable; however excellent market research skills and report writing in English are the key requirements.

Main responsibilities:

- As a Project Executive, you should be able to manage and implement a project or research independently or able to work with other project managers/executives as a team;
作为项目执行经理，可独立或与其他项目经理/执行经理合作完成分配的调研项目；
- Researching and compiling in-depth market reports for clients;
能准确理解客户需求，为其提供有针对性的市场调研报告；
- Advising clients on market entry into China;
为客户公司进入中国市场提供可行的建议和帮助；
- Analysing market intelligence on a range of industry sectors;
收集，分析，整理行业相关的各项数据，提供最前沿的市场资讯；
- Identifying business partners and opportunities for British businesses;
依据英国客户的需求在中国寻找合适的商业机会；
- Building and maintaining relationships with industry contacts;
与业界建立和保持良好的关系；
- Promoting and delivering DIT and CBBC services;
提供并促进 CBBC 与英国国际贸易部的合作；
- Contributing to the CBBC project teams by developing and sharing knowledge, thought leadership and solutions;
通过资源开发和知识共享，提供切实可行的解决方案；
- Providing support and liaison with clients in arranging trade missions and other events specific to your assigned sector;
支持贸易访问团以及行业相关的其他各项活动。

Requirements:

- Previous experience of market research in the retail and consumer industry
丰富的消费和零售行业市场调研经验
- Bachelor degree or Master degree (desirable)
本科及以上学历
- Excellent written and spoken English (essential)
卓越的英文语言表达及写作能力
- For project executive level, at least 2 years relevant working experiences;
项目执行经理要求至少 2 相关工作经验

- Passion for market research and good client facing skills
对市场调研工作有热情和积极性；良好的客户沟通技巧
- Self-motivated, with a flexible and entrepreneurial style of working
较强的责任心和事业心，较强的逻辑分析、计划执行与应变能力
- Proven ability to work independently and as part of a team
良好的独立作业能力及团队协作能力
- Excellent data processing and IT skills
卓越的数据挖掘、分析、加工整理能力；
- Good interpersonal skills
良好的人际交往技能与沟通能力
- Excellent written and verbal communication skills
卓越的文字处理、语言表达能力
- Able to deal with various tasks at once
工作思路清晰，能够同时应对处理多项工作
- Strong attention to detail
工作条理性强、细致严谨、稳重踏实
- Team player
有团队精神，乐于沟通，较强的组织协调能力。

Benefits and conditions of employment

CBBC offer competitive packages which include basic gross salary, social insurance (CBBC cover both employee and company contributions), medical insurance, and generous leave entitlement.

The gross annual package for this position is RMB 117K – RMB 123.5K with annual pro rata leave entitlement of 22-days for Chinese nationals.

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@cbbc.org. Please use “**PE Consumer SH – 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 **19th November, 2021**. 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.