



## AustCham Beijing Events and Communications Manager

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### Key Responsibilities

- Plan event from start to finish according to requirements, target audience and objectives
- Come up with suggestions to enhance the event's success
- Prepare budgets and ensure adherence
- Source and negotiate with vendors and suppliers
- Coordinate all operations
- Lead promotional activities for the event
- Supervise all staff (event coordinators, caterers etc.)
- Approve all aspects before the day of the event
- Ensure event is completed smoothly and step up to resolve any problems that might occur
- Analyze the event's success and prepare reports
- Produce and create digital Web and print marketing material e.g. event posters, reports, flyers, web banners, signage, brochures, newsletters, invitations etc.
- Generate creative ideas for marketing and promotional initiatives
- Updating the AustCham website as required
- Assist in producing AustCham's weekly Electronic Direct Mailing and monthly newsletter
- Updating AustCham official WeChat
- Podcast pre- and post-production; conceiving of, recording, editing and publishing pieces of interest to members
- Representing AustCham at Chamber and member company events

### Qualifications Required

- Proven experience as event manager
- Skilled in project management
- Knowledge of KPIs and marketing techniques for event management
- Computer savvy; proficient in MS Office
- Outstanding communication and negotiation ability
- Excellent organizational skills
- Design experience using Adobe Creative Suite (Photoshop, Publisher, InDesign, Illustrator)
- Strong creative graphic design skills and knowledge of current digital design trends
- Excellent verbal and written communication skills in English. Chinese language skills not essential but highly regarded
- Knowledge of CSS, HTML, and experience in WordPress
- Experience in social media channels e.g. LinkedIn, WeChat, Facebook, Twitter etc.
- Background in graphic design, web design, UI design, photography, film, or visual arts preferred
- Photography skills highly regarded
- Strong and flexible work ethic, adept at multitasking and prioritising
- Ability to work independently and to work effectively in a cross-cultural team
- Must be organized and detail-oriented
- Ability to communicate with members and stakeholders in a highly professional and helpful manner

### AustCham China

Room 2103, the Exchange Tower, B-118, Jianguo Avenue, Chaoyang District, Beijing.

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## **General Awareness**

Understands the considerations and values of a non-profit, membership-based organization.  
Ability to work in a small team environment, contribute positively to local atmosphere and deliver on job responsibilities

## **Start Date: As soon as possible**

(Please take traveling time into consideration when you apply for this position)

**How to Apply:** Applicants are to email a 1-2 page CV and 1 page Cover Letter to [kristian.ricardo@austcham.org](mailto:kristian.ricardo@austcham.org)

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