



AustCham China Relationships Manager Job Description

AustCham China's growing team is now looking for a highly motivated and capable individual to fulfil the full-time role of Relationships Manager at our Beijing office.

Key Responsibilities

- Liaising with and managing communication with new and existing members
- Drafting membership reports and updates on key member industries
- Overseeing membership administration, billing and compliance
- Managing the execution of membership project initiatives and events.
- Assisting the communications team in drafting media content for Chamber members

Qualifications Required

- A Bachelor degree within a relevant field
- Working level English and Chinese. (Proficient Mandarin speakers preferred)
- Computer literacy (Proficiency in Microsoft Excel a bonus).
- Strong work ethic
- Demonstrated interest in and knowledge of Australia-China business and government relations
- Demonstratable experience in stakeholder management and engagement including commercial, government or non-for-profit organisations

Availability

Applicants must be available to start the full-time position as soon as possible.

How to apply:

To apply for this position, please send your CV and cover letter to kristian.ricardo@austcham.org, outlining how your experience and qualifications make you the right candidate for this position

About AustCham:

The China-Australia Chamber of Commerce (AustCham China) was established in 1996 and has as its goal the advancement of the broader Australia-China business relationship through the effective representation of its 400 members. We achieve this through building connections between our members and broader stakeholders in Australia and China, delivery of effective advocacy programs and provision of information and insights through our business events and online platform.

AustCham is working closely with the Department of Foreign Affairs and Trade, to provide Australians with up-to-date information surrounding the Coronavirus outbreak in order to keep Australians safe and minimise the impact of the outbreak.

AustCham China

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