Business China was launched in 2007 to nurture an inclusive bilingual and bicultural group of Singaporeans through extensive use of the Chinese language as the medium of communication, so as to sustain our multi-cultural heritage, and to develop a cultural and economic bridge linking the world and China.

**Associate/Senior Associate for Business China Network Group.**

**Sharpen your bilingual and bicultural edge with us**

**China Network Group**
- Under the guidance of AD (BCNG), identifies internal and external stakeholders to achieve the missions of Business China
- Assists in the development of sound BCNG engagement strategies
- Rolls out effective engagement initiatives for the targeted group with the support of the operation teams
- Conducts background research and reference checks, and prepares the necessary briefs for the principals ahead of clients’ engagements

**Advanced Leaders Program**
- Under the guidance of DD (BCNG), plans and executes all marketing and recruitment efforts including identifying potential participants, design and production of all marketing collaterals, setting up, updating and maintenance of program website
- Co-ordinates key stakeholders’ schedules for networking events with participants
- Manages the administrative and logistical matters related to the execution of the program for both Singapore and overseas segments, to ensure the smooth delivery of the program

**Corporate communications**
- Under the guidance of DD (BCNG), provides publicity support for various events, various dialogues/talks and seminars
- Ensures timely updates of BC Websites/ Facebook/ WeChat/ Weibo/ Youtube/ Websites and archives all the reports/publication

**Job Requirements**
- 1-3 years of working experiences in corporate communications or client management. Entry level candidates are also welcome to apply;
- A good university degree;
- Effectively bilingual in Chinese and English (spoken and written) in order to liaise with Chinese speaking clients/associates;
- A team player and enjoys working in a fast pace environment;
- An effective communicator and able to engage both internal and external stakeholders;
- Strong interest in the culture and trends in the Chinese market.

If you seek to thrive in a bilingual environment and broaden your knowledge about China, please submit your detailed resume, including current and expected salaries, relevant experience and contact number(s) by 15 January 2019 to hr@businesschina.org.sg.

Only Singaporeans/SPRs need to apply.