Sharpen your bilingual and bicultural edge with us

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.

1. **Senior Associate (China Network Group and Corporate Communications) – 1 Position**
   - Works with team leader, identifies internal and external stakeholders to achieve the missions of Business China
   - Supports the team leader in the segmentation of the clients (significant individuals with economic interests in both China and Singapore/ASEAN) and prioritises their needs
   - Assists in the development of sound engagement strategies for this group
   - Rolls out engagement initiatives for the targeted group with the support of the operation teams
   - Under the guidance of DD (CNG), conducts background research and reference checks, and prepares the necessary briefs for the principals ahead of clients’ engagements
   - Publicity support for various company events, various dialogues/talks and seminars
   - Ensures timely updates of BC Websites/Facebook/WeChat/Weibo/Youtube/Websites and archives all the reports/papers

**Requirements:**
- Excellent written and oral communication skills with strong command of both English and Mandarin
- Committed to multi-task and work in a fast-paced environment
- Creative, resourceful and meticulous
- Strong organisational and interpersonal skills
- Familiarity with Adobe Photoshop and new media tools will be an advantage
- Keen interest and familiarity with contemporary developments in China
- Fresh undergraduates are welcome to apply

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 **31st July 2018** to hr@businesschina.org.sg.

Only Singaporeans/SPRs need to apply.

We regret that only shortlisted candidates will be notified.