

Job Description -

Executive Director

Job Title:

Executive Director

Type of Employment:

Full time

Reporting Line:

President of the Board of the SwissCham Shanghai

Responsibilities:

1. Drive the overall daily operation of the SwissCham Shanghai within the budget (office administration, accounting, HR, The Bridge Magazine, events, membership development & service, website, P/L responsibility).
2. Present projects and make recommendation to the Board and implement the Board's strategies and decisions; keep good liaison with the Board.
3. Organize various events like conferences, meetings, Gala-dinners, etc. and coordinate activities like Expo 2010, Sichuan School Project, etc.
4. Manage the current Chamber services and lead the executive team (work allocation, performance planning and evaluation, personal administration issues like legal status & visa applications).
5. Set up internal regulations and procedures to further standardize the operation and improve the efficiency of the office.
6. Keep and develop good liaison with other foreign chambers, organizations of the Swiss community in Shanghai as well as related local authorities and enhance the position and reputation of the Chamber.

Internal Resource and Report

- Full support and network from the Board.

Requirements

- At least 2 - 3 years working experience in Communication/Marketing/Administration and service oriented industries.
- Bachelor or master degree in Business Management/Communications or related branches.
- Leadership abilities to motivate, manage and drive a team of 4 - 5 staff.
- Good communication skills in English (knowledge in Chinese, German & French is an asset).
- Service oriented with positive working attitude and professional behavior, pro-active, result oriented.
- A team player, open, honest and hard working with passion for a non-profit organization committed to community service.
- Knowledge in database management & customer relationship management is an advantage.

Benefits

- A challenging assignment in an international environment – an opportunity to make a difference and develop a service organization.
- Opportunity to interact with top executives of local and multinational companies.
- Working with a young, dynamic, multilingual and multicultural team.

Interested? Please send your CV and application letter directly to Mrs. Liv Minder, Executive Director SwissCham Shanghai (l.minder@sha.swisscham.org) For further information you may call the office of SwissCham Shanghai, Tel.+86 21 6149 8208.