

Member Relations Manager

Job Title:

Member Relations Manager

Type of Employment

Full time

Reporting Line

Executive Director

Starting date

As soon as possible

Position Objective:

This is a new position focused on expanding the Chamber's membership and to further grow the reach of the Chamber in and around Shanghai. The Member Relations Manager will work closely with the Executive Director and Head of Marketing & Events to acquire more members. Another task involves the renewal of existing memberships in collaboration with the Finance Manager.

Key role and responsibilities:

- Contact Swiss, Chinese and other companies in Shanghai
- Work closely with the office team to leverage the Chamber's existing services to grow the membership
- Attend events and meetings to promote the Chamber and its services in Shanghai
- Create reports for the office team and Board of Directors

Qualifications

- Bachelor's or Master's degree with 1-2 years in business development or sales roles
- Experience in sales process development and tracking
- Independent and self-starter
- Excellent customer service skills
- Chinese national with fluency in Mandarin Chinese and English

Compensation and Benefits

- Fixed salary with commission and bonus scheme
- Social insurance and benefits as specified under the Chinese labor law
- Opportunity to interact with top executives of local and multinational companies
- Working with a young, dynamic, multilingual and multicultural team

How to apply

- Send your resume with photo, application letter and salary expectation to recruiting@sha.swisscham.org