


<b>BenCham, Beijing Chapter Manager</b> BenCham, Chapter Beijing		
<u>Start Date:</u> Between Jan 1, 2019 – March 1, 2019	<u>Application Deadline:</u> Dec 31, 2018	FTE: 1 (40 hours). <i>Flexibility expected for events.</i>

The Benelux Chamber of Commerce - BenCham - is an independent non-profit organization and the most active Benelux business platform in China. Its members, leading companies from Belgium, the Netherlands and Luxembourg, share an active interest in developing trade and business in China. It is the only Chamber of Commerce that is officially recognised and supported by the Embassy of the Kingdom of Belgium, the Embassy of the Kingdom of the Netherlands and the Embassy of the Grand Duchy of Luxembourg in China.

BenCham currently has over 350 members, aspiring to grow further every day. Its base consists of Large Enterprises, Small and Medium sized Enterprises (SMEs) as well as individuals with an active interest in developing their business in China. As an independent, non-profit organisation, BenCham is managed by a full-time secretariat of both Benelux and Chinese staff. All practises are guided by an active Board of Directors. BenCham sustains itself through government subsidies, membership subscriptions, sponsorships and event fees.

**As per January 1, 2019, BenCham Beijing is looking for a new BenCham, Beijing Chapter Manager in Beijing, China.**

**Purpose of the position:**

To manage, promote and further develop the activities of the Chamber, whose main objective is to serve the interests of its members.

**Key responsibilities:**

1. To identify business opportunities and help members where possible;
2. The leadership, management and motivation of the Benelux Chamber office team
3. To main and build sustainable and amicable relationships with members, local government institutions, international chambers (both in Beijing and abroad) as well as the Embassies of the Benelux countries;
4. Budget and P&L accountability requiring fundraising and cost control activities
5. Development and implementation of strategies and projects (e.g. EU SME Centre) in collaboration with the Board of Directors and various committees.
6. To organize events, seminars, workshops with the various committees.
7. To promote the brand of the Chamber.

**Measures of performance:**

1. Sales revenue of BenCham services/products;
2. New members, sponsors, and partners
3. Meet the budget

**Job requirements:**

1. University (MA) degree;

2. At least 3 years of work experience in an international environment;
3. Strong affiliation to the Benelux;
4. Language skills in one or more of the Benelux languages and excellent command of English. Chinese language skills are a plus;
5. Outgoing personality, excellent social and interpersonal skills, solid organizational skills, affinity with diplomacy;
6. Full commitment to BenCham and its members;
7. Good understanding of the Benelux and the Chinese business environment and a broad economic interest and understanding of the relations between the Benelux and China;
8. Self-motivating and able to work independently.

**Applicants:**

- If you are interested in the position, please send your salary expectations, CV (max. 2 pages), motivation letter (max. 1 page) in English to [hr-bj@bencham.org](mailto:hr-bj@bencham.org)
- Deadline: Dec 31, 2018
- Interviews: Only people on the short list will be interviewed.

***Note:*** To work in China requires having a work permit and visa. BenCham will provide all the necessary information and documentation required however you are responsible to arrange a valid visa. If a valid work permit and visa will not be issued by the Chinese authorities, the employment agreement will need to be discontinued.