

**BENELUX CHAMBER OF COMMERCE, Shanghai Chapter  
(BENCHAM Shanghai)**

BenCham is an independent non-profit member organization and the only Chamber of Commerce that is recognized 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 has three chapters in China: Shanghai, Beijing and Pearl River Delta.

BenCham is a business community that creates opportunities to maximize benefits for organizations and professionals to succeed and lead in China. We are constantly working to strengthen:

- **Connect:** Get connected to relevant people and organizations to create opportunities for you to succeed and lead in China.
- **Community:** Be part of a tight-knit community to exchange knowledge and experiences with peers in all fields of industries.
- **Content:** Join content driven events on a variety of topics, which enable you to stay current on trends and changes.
- **China:** Enhances the collaboration with China and with Chinese partners to provide the latest outlook on changes and challenges and opportunities for cooperation

We do this for the Benelux companies and nationals and to Chinese companies and executives with a link to the Benelux.

**GENERAL MANAGER**

**Job description**

**Business professional talented in building relations with people, companies, diplomatic corps, government agencies in the business community relating to Benelux and China; with excellent leadership and management skills; very well motivated and well connected.**

**Job description:**

To manage, promote and further develop the activities of the Chamber, whose main objective is to serve the interests of its members. Achieving this includes the organization of content-driven seminars, matchmaking opportunities, information and experience sharing and strengthening the Benelux business club community in Shanghai. These activities are accomplished in close

collaboration with the Consulates General of the three countries, the Benelux business community (at large) in China and abroad, and towards local institutions and Chambers of Commerce. To strengthen the 4Cs (Connect, Community, Content & China) and strongly expand the 4Cs to Chinese execs and companies.

**Responsibilities:**

- Leadership, management and motivation of the Benelux Chamber office team (Membership Manager, Event Manager, Finance Manager and temporary staff);
- Maintain and build sustainable and amicable relationships with members, other BenCham chapters in China, local governmental institutions, international chambers (both in China and abroad) as well as the Consulates General of the Benelux countries;
- Budget and P&L accountability requiring fundraising and cost-control activities;
- Development and implementation of strategies and projects in collaboration with the ExCom, Board of Directors and the various committees;
- Identify business opportunities and help members where possible;
- Organize events, seminars and workshops with the various committees;
- Promote the brand image of the Chamber.

**Reporting to the Board of Directors:**

The General Manager shall organize monthly ExCom (Executive Committee of the Board of Directors) meetings to review the Chamber's operation and to report on the outcome and execution of aforementioned duties to the ExCom, led by the BenCham Chairman. In addition, four times a year, the GM will organize a meeting to report to the complete Board of Directors.

**Job requirements:**

- Bachelor or Master degree;
- At least 8 years of work experience in an international environment, with at least 3 years in a leadership function;
- Strong affiliation to the Benelux;
- Language skills in one or more of the Benelux languages and excellent command of English. Mandarin is an advantage;
- Outgoing personality, excellent social and interpersonal skills, solid organizational skills, affinity with diplomacy;
- Full commitment to BenCham and its members;
- 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;
- Self-motivating and able to work independently.