

ABOUT THE JOB

FinnCham Beijing is a private, non-profit business networking, facilitation, and information platform, focusing on promoting trade and business relations between Finland and China.

We are now looking for an enthusiastic and energetic **Executive Director** to lead FinnCham Beijing activities and operation. The Executive Director role requires a professional who has a strong business and people acumen, demonstrates a passion for collaboration and networking, and has an ability to lead by personal involvement and example. Self-motivation and independent work style are a must, as is an ability to influence and drive results.

DESCRIPTION

This half-time role at FinnCham Beijing is an excellent match for a professional with an interest in international business and Sino-Finnish relations. The role is based in Beijing with some travel required.

Your primary responsibility will be to lead FinnCham Beijing operation such a way that it successfully achieves its mission to promote members' business interests in China. You will be responsible for ensuring membership provides value to members and attracts new businesses to join the community. As Executive Director, you will represent the Chamber and its membership in all interactions towards various stakeholders.

RESPONSIBILITIES

Reporting to the Board of Directors you will:

- Lead FinnCham Beijing operations within the framework of an established budget approved by the Board of Directors
- Ensure the day-to-day management is effective and balances revenue and costs
- Plan, organize, and promote a range of services and events for current and future members, including scheduling, recruiting volunteers, sponsorships, advertising, budgeting, etc.
- Develop productive relationships with Team Finland China and Finland actors, especially with Embassy of Finland in Beijing and Business Finland, to support Finnish companies in China.
- Follow policy changes and important events in China, and communicate about them to members.
- Build partnerships with other chambers and organizations to add value to members
- Prepare all material for board meetings and serve as a secretary in the meetings

REQUIREMENTS

- Strong business and commercial acumen with a proven track record in business. Working and/or living experience in China is considered as an advantage.
- An action-oriented self-starter and team player with a strong planning and implementation skills, and with an ability to build strong relationships
- Proven event management skills
- Excellent Finnish and English verbal and written communication skills at all levels of organizations, and towards multiple stakeholders; a persuasive and passionate communicator with excellent interpersonal skills. Chinese language skills is considered a benefit
- Has a keen interest in current affairs and economic development
- High level of professionalism, integrity, and ethical behaviour

Should you have any questions about the position, please contact the current position holder, Executive Director Ulla Nurmenniemi (ulla@finnchambj.org) or Chairman Juha Tuominen (juha@finnchambj.org).

Please submit your CV and application to the Chairman as soon as possible.