

July 23rd, 2015

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

Is looking for a new GENERAL MANAGER in Shanghai, China

BenCham:

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 Shanghai, Beijing and PRD (Pearl River Delta). BenCham offers its members the opportunity to meet and learn from experts in the field, helping them to accelerate their own business and career. The Chamber organises events, from content-driven events to peer-to-peer lunches and CEO breakfast meetings. BenCham members build relations and connect with over 300 companies to share knowledge and best practices with their peers in their areas of business.

BenCham Shanghai is now looking for a

***Very talented business professional (M/F) 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;
Candidate should be available at short notice in Shanghai.***

Mission:

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.

Responsibilities:

- Leadership, management and motivation of the Benelux Chamber office team (Marketing Manager, Event Manager, Event Coordinator, Membership Coordinator, Office Manager and trainees);

- 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 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:

- University (MA) degree;
- At least 10 years of work experience in an international environment, with at least 5 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. Basic Chinese language skills are a plus;
- 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.

How to apply:

Please respond by sending your CV, Photo, expected salary and personal assessment Questions(100 to 200 words to each question) to Mr. Piter de Jong, Piter.De.Jong@Asia.ING.com and Mr. Tom Schutyser, Tom@bencham.org.