

CHINALUX Operations Officer

Contract Type: CDI, half-time, 20 hours per week

Title: Operations Officer

Salary: To be discussed, based on the relevant minimum wage

Start Date: 1st January 2022

Organisation: CHINALUX (www.china-lux.lu)

Place of Work: 29, Boulevard Prince Henri, L-1724 Luxembourg

Reporting line: The Operations Officer, together with the Project Officer, reports to the Steering Committee for the daily management of the Chamber, who then together report to the Executive Board.

Main Role:

1. **Administration:** Assist the Project Officer with daily operations and the administrative management of the Chamber;
2. **Events & Marketing:** Assist the Project Officer with the planning and management of the Chamber's events and marketing alongside the Events & Communications Committee, the Executive Board and partner organisations;
3. **Membership & Business Development:** Enhance key account relationships and cultural ties together with the Project Officer and Steering Committee, in order to leverage the growth of the Chamber and realise the objectives for and on behalf of its members;

Specific Tasks:

- Assist the Chamber's Advisory Board, Executive Board, Steering Committee, Working Committees and members, including, but not limited to, the full and entire organisation and follow-up of all meetings, e.g. meeting scheduling, taking minutes, collating and preparing agendas, presentations and attachments, etc.;
- Organise and attend meetings with relevant institutions and partners together with the Steering Committee;
- Proactive marketing and setting up of meetings with potential members, i.e. fishing of new members;
- Assist with digital marketing, e.g. website updates, social media posts, email campaigns;
- Assist the Project Officer, the Treasurer and the Treasury Committee to prepare the budget (annually) and the accounts (quarterly) of the Chamber, including the preparation and filing of customer and supplier invoices;
- Source sponsorship opportunities and avenues for the Chamber and its events;
- Implement a mechanism for diverting external enquiries, e.g. missions to/from China, enquiries on setting up business in China/Luxembourg, potential business for members;
- Advise and implement a sound and operational internal corporate governance model;
- Arrange the physical and electronic filing of the Chamber's documents;
- Provide assistance to the set-up a global plan, as a subset of / input to the global strategy plan of the Chamber;

- Assist with the development of all activities of the Chamber (in the grand region of Luxembourg, in Europe and with China).

Profile

- Minimum 2-3 years of work experience in administration, accounting and/or events management;
- Excellent written and verbal communication as well as presentation skills;
- Fluent Chinese Mandarin and English (written and spoken) is required, French / German / Luxembourgish will be an additional asset;
- Proactive, able to work independently and in a small team;
- Keen to take on new tasks;
- Strong analytical and excellent interpersonal skills, with a critical mindset and a very good attention to detail. A good team player;
- Demonstrated interest in the non-profit sector, as well as the development of cultural and business ties with China will be looked upon favourably.

Interested parties should email their CV and a cover letter outlining their suitability per the above profile to Jessie Wu (jessie@china-lux.lu) with preference before 30th November 2021.

About CHINALUX

The China-Luxembourg Chamber of Commerce (“CHINALUX”) is a private, non-profit organisation supporting bilateral trade and cultural ties between China and Luxembourg. Initiated by 20 founder members active in the China-Luxembourg business community, CHINALUX was founded in Luxembourg on May 31st, 2013.

The chamber maintains close relations with relevant industry bodies, organisations and government representatives. CHINALUX holds as its Honorary Presidents the Chinese Ambassador to Luxembourg, HE Mrs. YANG Xiaorong and immediate-past President, Mr. Dirk Dewitte, and the Chamber of Commerce of the Grand Duchy of Luxembourg as its Honorary Executive Board Member.

For the past eight years, CHINALUX has worked towards promoting bilateral trade and cultural ties between China and Luxembourg. It is our view that a richer cultural understanding allows for more effective trade ties, and as such CHINALUX actively encourages and explores avenues to promote these causes. The chamber engages with both the Chinese and Luxembourgish business communities, and by doing so, aims to be a valuable cultural asset to promote positive connections and networking. This is all possible due to Luxembourg’s unique position in Europe, which brings together members from diverse cultural and linguistic backgrounds.