

**Position:**

General Manager of the Benelux Chamber of Commerce in Beijing

Objective of the organization:

To promote a networking and information platform for business relations between the Belgium, the Netherlands, Luxembourg and China.

Position reports to:

Chairman and the Board of Directors

Objective of the position:

To manage and develop the Benelux Chamber whose main objectives are to serve and promote the Benelux business community, serve the interests of members through events, services and communication and generally represent Benelux business interests in China towards local institutions.

Responsibilities:

- The leadership, management and motivation of the Benelux Chamber office team (incl. Business Development Manager, Event Manager, Marketing/Communication Manager, Office Manager);
- To maintain and build sustainable and amicable relationships with members, local governmental institutions, international chambers (both in Beijing and abroad) as well as the Embassies 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;
- To identify business opportunities and help members where possible;
- To organize events, seminars and workshops with the various committees;
- To promote the brand image of the Chamber.

Profile:

- Leadership skills and ability to rally people internally and externally around projects and ideas;
- Good communication skills with tact and diplomacy;
- Written and oral fluency in English, Dutch and/or French, Chinese language is an asset;
- Minimum five years relevant work experience of which at least two years management experience
- One of the Benelux nationalities

For more information about the vacancy you can contact Mr. Dominik Declercq, head of the BenCham Board's HR Committee. E-mail dd@acea-beijing.com.

Application Deadline: March 15, 2011, please send your Motivation Letter and Resume to dd@acea-beijing.com.

*BENCHAM
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