



THE US-CHINA BUSINESS COUNCIL

美 中 贸 易 全 国 委 员 会

Business Advisory Services Manager, Washington D.C.

The US-China Business Council (USCBC) is a private, non-profit organization of more than 200 American companies that do business with China. Founded in 1973 following the first formal exchanges between the United States and China by a group of interested companies, USCBC's mission is to expand the US-China commercial relationship to the benefit of its membership, and more broadly, the US economy. Through close collaboration between offices in Washington, DC, Beijing, and Shanghai, USCBC provides extensive China-focused information, advisory, and advocacy services, along with events, to its multinational member companies.

Primary Responsibilities

- Research, analyze, and write on China-related commercial policy;
- Respond to individual member company requests for information on business and trade topics; proactively build and maintain relationships with USCBC member companies;
- Develop issue-specific expertise in assigned industry portfolio;
- Write for USCBC publications and briefing papers;
- Aid in coordinating and organizing USCBC programs and events;
- Present to senior executives on USCBC priorities and industry-specific policy developments;
- Develop and maintain relationships with representatives from US government agencies; analyze US executive branch policies of interest to member companies; support development of USCBC advocacy positions;
- Proactively lead new member recruitment; meet and document regular engagement with assigned retention targets;
- Coordinate intern hiring, scheduling, and daily assignments;
- Complete expense reports, retention follow-up, and other administrative tasks fully and by required deadlines;
- Other responsibilities as assigned by the direct supervisor;

Required Qualifications

- High level of proficiency in Mandarin (spoken and written) – candidates must be able to quickly read and analyze Chinese-language policy documents, newspaper articles, etc.
- Minimum two years' work experience, China working experience a plus;
- An understanding of and ability to communicate the dynamics of the US-China trade relationship, the business environment, and China's government structure; very strong interest in researching and writing about China's business, economic, and policy environment;
- Undergraduate degree in an applicable field (business, law, public policy/political science, etc.); graduate degree preferred; strong critical thinking skills to develop a working knowledge of multiple subjects in a relatively short period of time;
- Native English speaker;
- Ability to remain organized and detail-oriented while following regulatory developments in a variety of industries while responding to requests from member companies and USCBC headquarters;
- Deadline sensitive and proven record of meeting performance metrics.
- A high degree of initiative, professionalism, sense of responsibility, and dedication to quality;
- Strong interpersonal and cross-cultural skills; sense of humor and ability to work in a small team;
- US permanent work authorization (US citizen or lawful permanent resident).

Start Date: May, 2020

Application Deadline: April 15, 2020, applications will be considered on a rolling basis.

To apply, please submit the following materials to Jack Kamensky (jkamensky@uschina.org):

- A resume and cover letter explaining your qualifications for the position
- An English writing sample of no more than five (5) pages
- Contact information for five professional and/or academic references

Salary will be competitive for non-profit organizations and commensurate with experience. For background on USCBC, see www.uschina.org. **No telephone calls please.**