

SPECIFIC TASKS FOR THIS ROLE

- manage the Secretariat and ensure the best development, deployment and well-being of its professional team of seven
- ensure smooth day-to-day administration of all AustCham Shanghai operations, so that membership expectations are met and surpassed
- supervise and strengthen as a priority the membership and marketing activities which underpin AustCham Shanghai growth and development
- oversee all financial management routines and reporting, monitor progress on budget and business plans, together with the Finance Manager and Finance Director guided by the Financial Controls Framework
- ensure that expected revenues, including sponsorship, are generated on time, managed equitably and efficiently according to the relevant plans and budgets, and that the overall membership and resource bases are maintained and strengthened
- contribute to the development of all business and other plans, and budgets
- research and capture new opportunities, resources, sponsorship and projects of appropriate benefit to membership
- prepare reporting documents and agenda for monthly Board meetings, and for the AGM 2010 to be held during this interim period
- provide strong leadership for AustCham Shanghai's partnering role with the Australian Pavilion during World Expo 2010
- supervise and upgrade internal/external AustCham Shanghai communications and information networks
- implement to completion AustCham Shanghai CSR and community outreach projects, at all times emphasizing sound relationship-building
- supervise the timely development, clarification and implementation of Bylaws in response to the changing demands of AustCham Shanghai, guided by the established constitutional framework
- present a regular calendar of first-class events and networking opportunities
- disseminate information of high-interest and business relevance to the Australia-China business community
- address promptly and settle equitably any conflicting demands or issues of immediate concern to AustCham Shanghai membership

ESSENTIAL SKILLS AND EXPERIENCE FOR THIS ROLE

- education, qualifications, skills and senior professional management and business-related experience appropriate to the position
- experience managing similar not-for-profit organizations, will be highly considered
- knowledge of contemporary Board of Directors best practice and compliance will be highly considered
- demonstrated knowledge and understanding of Australia and its business culture
- understanding of economic, political and regulatory challenges for Australia-China business
- work experience in the local Shanghai business environment and relevant Shanghai business contact networks may be considered useful

- strong financial management skills
- superior business computer skills and strong practical knowledge of electronic communication applications
- excellent English language communication skills including writing
- understanding of Chinese society and culture
- Chinese language skills would be an advantage
- confident, articulate, social networking and presentation skills
- experience working previously with volunteers in community projects
- availability to work flexible and often extended hours on reasonable prior negotiated and agreed terms