



## The Beijing Center

北京中国学中心

### TITLE

### TBC ChinaContact Program Coordinator

### GENERAL DESCRIPTION

Responsibilities of ChinaContact Program Coordinator include, but are not limited to, the following:

- Prepare program schedule, budget, and quotation
- Arrange all necessary logistic arrangements for all scheduled visits and activities
- Execute program design, including airport pick-up/drop-off, hotel arrangement, neighborhood tour, welcome packet preparation, orientation, and TBC tour
- Support daily activity responsibilities for the duration of the program, go follow the program on the ground when needed
- Submit financial requests and prepare the operational cost statements of each program
- Prepare Monthly Expense Report
- Reconcile cash advance against operational expenses every month, in accordance with the Treasurer's policy
- Supervise interns' performance to ensure program completion according to TBC standards
- Collaborate with the marketing team to prepare or manage promotional materials
- Lead the design process of new programs or products
- Deal with any emergency happens before, during/after the program

### DESIRED QUALIFICATIONS

- Bachelor's degree or above
- English/Tourism majors preferred
- Professional experience in tourism/educational tourism preferred
- Fluent in both Chinese and English, knowledge of Spanish is a plus
- A strong client service orientation, with good written and verbal communication skills
- A responsible, professional and highly motivated team player, proactive in meeting client needs
- Available for business travel with groups
- Thorough with a strong attention to detail
- Emergency handling skills
- Microsoft office 365 (including Outlook, Word, PowerPoint, Excel, PDF)



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- Graphics processing ability (i.e., Photoshop, CorelDRAW...) and video production experience desirable

**FULL/PART TIME**

Full Time

**WORK LOCATION**

TBC Office on 4<sup>th</sup> Floor Ning Yuan Building UIBE campus

**REMUNERATION**

Compensation commensurate with experience

**APPLICATION DEADLINE**

**HOW TO APPLY**

Submit your resume/CV to [tbcrecruitment@thebeijingcenter.org](mailto:tbcrecruitment@thebeijingcenter.org)