

PROGRAM COORDINATOR

The Beijing Center (TBC) prides itself on delivering efficient and effective service to our international customers. The key to our success is largely dependent on the stellar ability of our program management team. TBC is now seeking a professional to contribute to its growth. The Program Coordinator is a part-time/full-time position depending on availability. TBC Program Coordinator is responsible for implementing and executing scheduled programs along with managing all aspects of program operations. This position is highly valued and requires great effort and devotion to ensure its success.

OBJECTIVES OF THIS ROLE

The Program Coordinator will report to the Associate Director of ChinaContact and will have primary responsibility for the following:

- Prepare program schedule, budget & quotation
- Work out all details of logistics arrangements for all the scheduled activities and visits
- Execute program design, including airport pick-up/drop, hotel arrangement, neighborhood tour, welcome packet preparation, orientation & TBC tour
- Support daily activity during the program period
- Make a financial request and prepare actual operational cost of each program
- Prepare Monthly Expense Report
- Reconcile cash advance against operational expenses every month in accordance with the Treasurer's policy

SKILLS AND QUALIFICATIONS

- Bachelor's degree or above
- English/tourism majors are preferred
- Fluent in both Chinese and English
- Good organizational and interpersonal skills
- Emergency handling skills
- Microsoft office 365, including PowerPoint, Outlook, Word, Excel, PDF
- Graphics processing ability (i.e. Photoshop, CorelDRAW...)
- Detail-oriented, with experience leading tourist groups preferred
- Be able to work at least 20 hours a week and to accompany groups on travel. Work schedule is flexible.



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TBC, scan here
(VPN-required)



REMUNERATION AND BENEFITS

The role will initially be offered as a 24-month contract position, with remuneration and benefits commensurate to experience. The incumbent will be expected to work at least 20 hours per week, based at The Beijing Center office at the University of International Business and Economics in Beijing. The Beijing Center is an equal opportunity workplace with flexible working practices. The position will involve occasional attendance at out-of-hours events and some travel within China and abroad.

TO APPLY

- Submit your cover letter and resume (in English and Chinese) to tbcrecruitment@thebeijingcenter.org with "TBC Program Coordinator" in the subject line.
- Screening and Interview candidates will be conducted on a rolling basis until this position is filled.

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