

Junior Consultant

Location: Shanghai

About the company

Our client is a leading consulting firm specializing in strategic intelligence, risk management & business expansion services.

Responsibilities

- Assist project managers in the consulting department to promote the implementation of various client projects, including core businesses such as talent recruitment, procurement connection, site selection research, and market report writing. Responsible for collecting, sorting out and preliminary analyzing project-related materials, coordinating communication with various partners (suppliers, service providers, etc.), and ensuring the orderly progress of each project link.
- Assist project managers in completing various document work, including project reports, meeting minutes, solution writing, research questionnaire sorting, etc., to ensure that the document content is accurate, standardized and in line with customer needs and company standards.
- Cooperate to complete other business tasks assigned by the company, assist the marketing department and sales department in formulating customer service plans and quotation plans, be responsible for the system entry, update and maintenance of customer information, and ensure the completeness and accuracy of customer information.
- Follow up the communication work during project execution, timely feedback the needs and questions of customers and partners and assist project managers in coordinating and solving problems in project promotion.

Requirements

- Education Requirement: Bachelor's degree or above, major in International Trade, Business Administration, Marketing, Business English or related fields is preferred; 2 years or more of relevant work experience is required, experience in consulting, enterprise services, or foreign-related business assistant is preferred, and outstanding fresh graduates may be considered as appropriate.
- English: Language Ability: Excellent English listening, speaking, reading and writing skills, which can be used as a working language (able to proficiently connect with foreign customers, read English materials, and write English documents); proficiency in other foreign languages is a plus (French) .
- Professional Ability: Basic document writing, data sorting and data analysis skills, proficient in using Office software (Word, Excel, PowerPoint); prior understanding of China's enterprise service market and foreign-related business is preferred.
- Comprehensive Quality: Good communication and coordination skills, execution ability and sense of responsibility, careful and rigorous work attitude, good at active learning, able to quickly adapt to a multi-tasking and fast-paced working environment, and strong sense of team cooperation.

- Professional Ethics: Honest and reliable, with good service awareness, able to accurately understand the needs of customers and project managers, and efficiently complete various assigned tasks.

Please send your resume to: sh-recruitment@ccifc.org