

Executive Education Officer

Company

The Executive Education of the Business School aims to develop education programs to advance professional's career development goals and to position their organizations for continuous growth.

The Executive Education Officer shall be responsible for coordinating activities across departments of the School based in China, internal faculty, partner universities or institutions and clients, as well as ensuring that project plans are executed according to agreed timeframe and budget.

The office is based in Shanghai.

Responsibility

- Work as a team to promote executive education program in China and reach target.
与团队一起推广在中国的高管培训课程，完成指定目标。
- Oversee Administrative activities on designated Executive Education programs, including but not limited to business contract, invoice and payment follow-up, revenue and expense tracking, and provide logistic support for clients and visiting speakers in areas of accommodation, transportation and visa application.
监管高管培训的行政活动安排，包括但不限于商务合同、发票及款项、收入与支出的追踪，安排客户及受邀演讲者的住宿、交通以及签证申请事项。
- Take Responsibility for event management on designated projects, including open ceremonies, graduation ceremonies and other activities.
负责委派项目的活动管理，包括开幕式，毕业典礼及其他活动安排。
- Coordinate internal faculty, guest speakers and partner universities or institutions for appropriate course design and to ensure that delivery schedules for executive education programs are achieved in a timely manner.
与多方沟通，协调 内部高管培训的老师、受邀外聘老师及合作院校的老师合理安排课程设计，确保高管培训课程按时进行。
- Deliver excellent customer service to Executive Education clients or participants, by means of dealing independently with all enquires, by telephone, email, WeChat, and to ensure that they are given accurate advice.
为客户及参与者提供优质的高管培训服务。独立处理培训客户或参与者的电话、邮件和微信，确保信息传递准确无误。
- Analyze and build-up pool of prospect and corporate clients.
分析并建立潜在学员和公司客户群
- Collect feedback from trainees and communicate with stakeholders timely for continuous improvement of trainee's satisfaction.
收集学员的满意度调查信息，并及时反馈给相关干系人，以促进学员满意度的提升。
- Assist the head of Executive Education in secretarial duties such as liaising with partners, guest speaks, coordinating meetings, compiling reports, following up with action plans and dealing with paper work.
协助中国区高管培训负责人的秘书工作包括与合作方、受邀讲师等的联络，会议安排，报告整理，行动计划的追踪及其他文书工作。

Requirement

- At least 2-3 years working experience in executive education, preferably sales role in big organization or knowledge in course design
至少 2-3 年高管教育领域工作经验，有大型企业营销经验和懂课程设计者更佳
- Bachelor degree or above, overseas education or experience is preferable
本科及以上学历，有海外教育或经验者更加
- Outstanding verbal and written communication skills in both English and Chinese
优秀的中英文口语、读写及沟通能力
- Excellent interpersonal, Organizational and co-coordinating skills
优秀的交际、组织与协调的能力
- Good communication and negotiation skills
良好的沟通及商务谈判能力
- Good Project management knowledge and experience to meet deadlines, achieve goals, and balance multiple priorities
良好的项目管理知识及经验
- Familiar with Operation of social media, including WeChat public account, Weibo and so on
熟悉社交媒体的运用与宣传，包括微信，微博等
- Can travel domestic or abroad
能够进行国内外出差

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