

## Business Development Operations Coordinator

### 业务开发运营协调员

**Location:** Beijing

**Starting date:** ASAP

#### About the Company:

Building on over 30 years of successful presence in capital markets with over 200 clients and 36,000 users worldwide, this company has developed an unmatched competence in the design and implementation of integrated trading, risk management, processing and clearing solutions for buy- and sell-side financial institutions, corporations and utilities located across the globe.

我们的客户在资本市场拥有超过 200 名客户和 36,000 名用户，在 30 多年的成功经验基础上，在为全球各地的买卖双方金融机构、公司和公用事业公司在设计和实施综合交易、风险管理、处理和清算解决方案方面发挥了重要作用。

#### The Role:

- The Business Development Operations Coordinator is a role to ensure operational excellence and seamless execution of business development initiatives.  
业务开发运营协调员的职责是确保业务开发计划的卓越运营和无缝执行。
- The team works closely within the business development team, providing them with necessary resources, data and tools to effectively manage their day-to-day activities.  
该团队与业务开发团队密切合作，为他们提供必要的资源、数据和工具，以有效管理日常活动。
- The primary goal is to maximize sales effectiveness and support the overall operations of the business development team.  
主要目标是最大限度地提高销售效率，支持业务开发团队的整体运作。
- Additionally, the team collaborates with various internal stakeholders to ensure all relevant processes are streamlined and efficiently executed.  
此外，该团队还与各种内部利益相关者合作，确保所有相关流程得到简化和高效执行。

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- The business development operations team leverages best practices, tools and data-driven processes to monitor the execution of sales plans and provide valuable business intelligence for informed decision making.  
业务开发运营团队利用最佳实践、工具和数据驱动流程来监控销售计划的执行情况，并为知情决策提供有价值的商业情报。
- You will collaborate closely within the business development team and other internal stakeholders to streamline the business operations processes, drive operational efficiency and improve productivity.  
您将与业务开发团队和其他内部利益相关者密切合作，简化业务运营流程，提高运营效率和生产力。
- More specifically, your missions will be:  
更具体地说，您的任务是：

## Missions:

### Sales operations:

#### 销售活动：

- Receive and review client questionnaires and RFIs, centralize them within a dedicated system, assign questions to the corresponding teams, and manage timelines.  
接收并审查客户问卷和 RFI，将其集中到专用系统中，将问题分配给相应的团队，并管理时间表。
- Regularly follow up with internal teams to ensure timely completion of responses, resolving potential delays, and escalating urgent matters when needed.  
定期与内部团队跟进，确保及时完成回复，解决可能出现的延误，并在必要时将紧急事项上报。
- Provide support to the business development team by ensuring accurate and up-to-date information is available to in a timely manner.  
为业务开发团队提供支持，确保及时提供准确的最新信息。
- Support for all teams involved in sales activities: presales assistance coordination, meeting preparation and coordination, data gathering and coordination.  
为参与销售活动的所有团队提供支持：售前协助协调、会议准备和协调、数据收集和协调。
- Assist in writing documentation on key processes capturing procedures, guidelines, and best practices to ensure consistency, efficiency, and compliance across teams.  
协助撰写关于关键流程、程序、指南和最佳实践的文件，确保各团队的一致性、效率和合规性。

### Credit Control:

#### 信用控制：

- Maintain our client APAC credit policy & procedures to ensure compliance to group policy and adoption of best practice taking consideration of local business environment.

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维护客户亚太区信贷政策和程序，确保符合集团政策并采用最佳做法，同时考虑到当地业务环境。

- Review the order to cash process and ensure no obstacles/flaws to hinder timely collection and collectability.  
审查从订单到现金的流程，确保没有任何障碍/缺陷妨碍及时收款和可收回性。
- Regular statement of account status reports for internal management review, and highlight to management issues and problems and propose solutions.  
定期编制账户状况报告，供内部管理层审查，并向管理层强调问题和困难，提出解决方案。
- Work with Legal department for any collection effort through legal procedure.  
与法律部门合作，通过法律程序进行任何收款工作。
- Processes optimization and increase productivity.  
优化流程，提高生产率。
- Handling customer complaints, including investigations and submitting report.  
处理客户投诉，包括调查和提交报告。
- To work closely with Finance/Sales Admin team to ensure the accuracy of AR status at any point.  
与财务/销售管理团队密切合作，确保任何时候 AR 状态的准确性。
- Other duties as assigned.  
其他指定职责。

## Requirements:

- Bachelor's degree in business administration, or a related field.  
工商管理或相关专业学士学位。
- Minimum two years administration and coordination experience, any customer facing activities experience would be a plus.  
至少两年的行政管理和协调经验，有任何面向客户的活动经验者优先。
- Proficiency in utilizing, and willing to learn a variety of tools to support business operations, such as CRM, ERP...  
熟练使用并愿意学习各种支持业务运营的工具，如客户关系管理（CRM）、企业资源规划（ERP）...
- Excellent communication skills in English, both written and verbal, with the ability to convey complex information in a clear and concise manner.  
出色的英语书面和口头沟通能力，能够简明扼要地传达复杂信息。
- Strong organizational skills and the ability to manage multiple priorities and deadlines effectively.  
组织能力强，能够有效管理多个优先事项和截止日期。
- Good negotiation and coordination skills.  
良好的谈判和协调能力，良好客户联络技巧及沟通能力，高情商。
- Ability to analyze data and provide valuable business intelligence.

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能够分析数据并提供有价值的商业情报。

- A proactive and passionate approach to work, with the ability to independently seek information, solve complex problems, and deliver results in challenging situations.

工作积极主动、充满热情，能够独立寻找信息、解决复杂问题，并在具有挑战性的情况下取得成果。

Our client offers competitive remuneration package and comprehensive fringe benefits including medical and life insurance to the right candidates.

我们的客户为合适的候选人提供有竞争力的薪酬待遇和全面的福利，包括医疗和人寿保险。

### **Application:**

Please send your resume to: **[bj-hr@ccifc.org](mailto:bj-hr@ccifc.org)**

有意者请将简历投递至邮箱：**[bj-hr@ccifc.org](mailto:bj-hr@ccifc.org)**

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