

INDUSTRY & ADVOCACY ASSOCIATE

Key Responsibilities

- Assist Relationship Manager to refine and execute AustCham industry and advocacy strategies
- Conduct industry research and data analysis
- Produce industry reports and position papers
- Source new members and develop membership proposals
- Retain existing members through excellent delivery of AustCham services
- Source new strategic partners and develop project proposals
- Design and execute sponsorship agreements
- Represent AustCham at meetings with existing members, prospective members and strategic partners
- Represent AustCham at Chamber and member company events

Qualification Requirements

- Currently undertaking Bachelor's degree or equivalent in a related field
- Demonstrated interest in Australia-China relations
- Excellent verbal and written communication skills
- IELTS (Academic) 6.5 (for non-native speakers of English)
- HSK 3 or equivalent level of study not essential, but highly regarded (for non-native speakers of Chinese)
- Cantonese/Sichuanese language skills not essential, but highly regarded
- Strong analytical and research skills
- Ability to build relationships with key stakeholders in corporate environment
- Strong work ethic and aptitude for excellence
- Must be organized and detail-oriented
- Ability to work independently and effectively within a cross-cultural small team environment
- Ability to work under pressure and meet KPIs
- Understands the considerations and values of a non-profit NGO
- Background in import/export and sales not essential, but highly regarded