

Position Vacant – Executive Manager

Position: Executive Manager

Gross Salary Range: 15000-20000 Gross, Negotiable upon experience.

Annual Leave: 15 Days

Type of Position: Full time

Location: IFC, Zhujiang New Town, Guangzhou

Commencing Date: 1st April 2026

Closing Date: Early application encouraged; recruitment may close prior to deadline.

The Executive Manager serves as the Chamber's senior operational leader, responsible for executing strategic initiatives, strengthening external partnerships, and ensuring exceptional delivery of value to our members. Reporting directly to the Board (via the Chair), this role leads a small, dynamic team in Guangzhou and plays a pivotal role in sustaining the Chamber's growth, visibility, and reputation across South China.

The role requires both strategic thinking and hands-on operational involvement, working closely with the team to deliver events, member engagement initiatives, and Chamber programmes.

Key responsibilities include:

- **Strategic Support & Implementation:** Lead the execution of strategic plans in collaboration with the Board, ensuring objectives are met and progress is regularly reviewed and communicated.
- **Partnership & Stakeholder Engagement:** Develop and maintain strong relationships with member companies, business leaders, government partners, and community organisations. Proactively seek collaboration and sponsorship opportunities that align with the Chamber's mission.
- **Operational Excellence:** Ensure the Chamber runs efficiently by managing internal systems, streamlining processes, and improving workflows. Oversee HR, finance, and compliance functions in collaboration with relevant team members.
- **Team Leadership & Development:** Manage and develop a small professional Secretariat team (approximately 4–6 staff), ensuring clear direction, accountability, and collaboration across functions including events, membership, and communications.
- **Membership Growth & Retention:** Drive sustained membership growth by delivering clear value to existing members, identifying new prospects, and engaging with business leaders to promote the benefits of Chamber participation.
- **Event Planning & Execution:** Provide oversight and strategic input into the Chamber's event calendar. Collaborate with the events team to ensure programmes deliver measurable value to members and sponsors.
- **Financial Stewardship:** Work closely with the finance function to manage budgets, oversee financial health, and identify opportunities for revenue growth

and cost efficiency. The Chamber operates as an independent, member-funded organisation. The Executive Manager plays an active role in supporting revenue generation through membership growth, event sponsorship, and strategic partnerships.

The **Executive Manager** will have significant autonomy and responsibility, playing a crucial role in day-to-day operations and driving the Chamber's strategic vision forward.

Working Environment

BritCham South China operates in a dynamic, entrepreneurial environment. As an independent chamber of commerce, we rely on membership engagement, partnerships, and events to deliver value to our community.

The Executive Manager must be comfortable operating in a fast-moving environment where initiative, adaptability, and proactive relationship building are essential.

Qualifications & Core Competencies

- Minimum 6 years of professional experience, including leadership or management responsibility in operations, business development, stakeholder engagement, or membership-based organisations.
- Proven ability to manage and motivate a diverse team in a fast-paced environment.
- Strong cross-cultural communication and relationship-building skills with fluency in English; Mandarin proficiency is essential.
- Confident public speaker, comfortable representing the Chamber to external audiences.
- Experienced in budget management, financial oversight, and performance reporting.
- Skilled in building partnerships with corporates, government, and NGOs.
- Digitally fluent, with comfort using technology to improve team productivity.
- Bachelor's degree required; postgraduate education preferred.

What Makes the Ideal Candidate:

- Brings vision and energy to strategy execution.
- Has a track record of growing partnerships and securing sponsorships.
- Thrives in cross-cultural business environments.
- Communicates with clarity, diplomacy, and confidence, especially when representing the Chamber publicly.
- Demonstrates high integrity, resilience, and ownership.
- Is both people-oriented and data-driven.
- Embraces innovation and leads with empathy.

Contact

The post will offer the right candidate an excellent opportunity to interact with the international business community in South China in a professional and challenging work

environment. This exciting position will allow you to also grow your own network, gain insight into the operations of an NGO, and exposure to working with a wide range of professionals from different sectors including representatives from the British government. Candidates will need to demonstrate strong self-motivation and desire to enhance BritCham South China's brand awareness and leverage members' engagement through different aspects.

We encourage applications from candidates of all backgrounds who can legally work in China and share our commitment to integrity, collaboration, and community impact.

To apply, please submit your **CV and cover letter in both English and Chinese** to:
chairman@britchamsouthchina.org

Subject: "Application – Executive Manager"

About British Chamber of Commerce South China (BritCham SC)

Founded in 1996, BritCham SC is Chapter of the British Chamber of Commerce China and is one of South China's leading international business organisations representing a broad range of British, Chinese, and international companies doing business in, with, or through South China. Our aim is to help our members grow their business by promoting and representing their interests, providing advocacy, facilitating networking and brand exposure, as well as delivering valuable information and insights. While many of our member companies have British connections, companies do not have to be British to join the Chamber. We proudly support a diverse and international membership base.

Our Mission

BritCham SC is committed to fostering business growth and promoting the interests of our membership. We achieve this through building a vibrant Community, providing effective Advocacy, and creating opportunities that drive measurable Success.

Our Vision

Our vision is to be South China's leading international chamber of commerce, recognised for our impactful events, diverse business community, effective advocacy, and outstanding support for members' growth and success. We aim to empower collaboration, shape meaningful dialogues, and be an essential partner in our members' journey toward prosperity.

Our Values - ETHICS

- Excellence – We are committed to delivering the highest standards in everything we do, continually striving to improve and exceed expectations.
- Trust – We build relationships based on openness, reliability, and accountability, ensuring our actions consistently inspire confidence among our members and partners.
- Helpfulness – We are proactive in supporting our members and partners, going above and beyond to offer guidance, assistance, and meaningful connection.
- Inclusion – We actively cultivate an environment that respects and values diversity, ensuring equitable opportunities and representation for all individuals and businesses within our Chamber.
- Community – We champion an inclusive, diverse, and vibrant community, where collaboration and engagement create meaningful connections that enhance business and personal growth.
- Success – We measure our achievements by the success of our members. Our commitment is to deliver exceptional value, insights, and opportunities that ensure sustainable growth and continued success.