

# Humana People to People China

## 互 满 爱 人 与 人 中 国

<b>Job title:</b> 职位名称:	<b>1 Client Account officer</b> 客户专员 (1 人)
<b>Location:</b> 工作地点: 北京	<b>Beijing</b>
<b>Basic salary range:</b> 月薪范围:	<b>RMB 7,000 - 12,000 (depending on qualification and experience)</b> <b>7000-12000 元 (视任职资格及工作经验而定)</b>
<b>Application deadline:</b> 截止日期:	<b>2016 June 30</b> <b>2016-06-30</b>

Humana People to People China (HPPC) – [www.hppchina.org.cn](http://www.hppchina.org.cn) - works to create better development opportunities for disadvantaged people through solidary actions, standing shoulder-to-shoulder with those in need, striving for a better tomorrow.

互满爱人与人中国 (HPPC) - [www.hppchina.org.cn](http://www.hppchina.org.cn) – 通过联合行动, 与有需要的人并肩作战, 共同致力于为弱势群体创造更好的发展机遇, 创造更好的明天。

We work on Rural Development, Rural preschool education and Rural health programs in Yunnan, Chongqing and Sichuan.

We have 200 people working in our projects and 2 offices.

我们目前有 2 个办公室共 200 多名工作人员, 工作主要集中在云南, 重庆及四川等地的农村发展, 农村学前教育, 农村卫生健康等领域。

### Position Summary:

The Client Account Officer is responsible for managing client accounts, maintaining a long term relationship with client accounts and maximising sales opportunities within them.

#### 岗位描述:

客户经理主要负责管理和维护客户关系, 与其保持长期伙伴关系, 并尽可能地挖掘销售机会。

#### Duties of the Account Officer include:

##### 关键客户经理工作职责:

- Playing an integral role in new business pitches and hold responsibility for the effective on-boarding of new clients.
- 积极有效地发展新客户, 开拓业务范围;
- Responsible for the development and achievement of sales through the direct sales channel.
- 采用直接有效的方式, 负责开发和完成销售;
- Focusing on growing and developing existing clients, together with generating new business.
- 致力于培养和发展现有客户, 使之产生新的业务机会;
- Write business plans for all current and opportunity tender business.
- 为所有现有及潜在的有意向的客户撰写业务计划;
- You will act as the key interface between the customer and all relevant divisions.
- 扮演客户与各部门间的桥梁作用;

## Requirements of the role:

### 职位要求:

- Previous experience in Account Management or Territory Sales and display an attitude that is key to success.
- 具备客户管理或区域销售经验，如有成功案例者更佳；
- Strong account management and relationship building skills.
- 具备很强的客户管理及人际交往能力；
- Experience of managing major accounts at national or provincial office level.
- 具备与国家级及省级层面要员打交道并维护关系的能力及经验；
- Highly self-motivated.
- 具备强烈的自我激励意识；

## Specific Duties and Responsibilities:

### 主要职责:

- Growing and developing existing clients – National and international Foundations, Corporation, multi- and bilateral organizations, etc - together with generating new business.
- 培养及发展现有客户 – 国内及国际基金会，公司，双边及多边组织等，并与之开展新业务；
- Develop and cultivate relationships with potential and existing partners through participation in public events, networking in conferences and workshops, liaising through telephone and email, internet research, meetings and reporting.
- 开拓及发展与现有及潜在客户的关系，通过参与公共活动，网上会议及研讨，日常电话电邮，在线搜索，面会谈及工作汇报等方式达成；
- Conduct the full range of activities required to perform research and identification of potential partners.
- 通过各种方式对潜在的合作伙伴进行研究及甄别；
- Prepare, design, write, submit, and manage grant proposals to foundations, corporations and individuals.
- 需准备，设计，撰写和更新项目建议书，视情况提交给基金会，公司及个人；
- Compile, write, and edit grant applications exhibiting strong expository writing and promotion skills and a high-level command of grammar and spelling.
- 在编译，撰写，校对资金申请时体现成熟的陈述及促销技巧，高水平的语法及拼写能力等；

## Skills and Knowledge Requirements:

### 技能及知识要求:

- A passion to change the world and lead in building a harmonious society.
- 具备改变世界致力于建造和谐社会的激情；
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- 具备较强的书面表达能力，能够论述清楚，结构清晰，文笔老练且有说服力地撰写建议书；
- An understanding of HPP's mission and exposure to the rural development work or education projects or related social experience;
- 认同互满爱的使命，有农村发展工作或教育项目或相关社会工作经验为佳；
- Ability to work independently as well as in a team in a small office environment.
- 具备独立开展工作的能力，能够接受在一个小团队和小办公室工作；
- Ability to manage multiple tasks and prioritize tasks to meet project deadlines.
- 具备同时且有轻重缓急地处理/管理多个工作任务并满足工作期限的能力；
- Ability to create budgets and implementation plans under supervision and direction;
- 在上级督导下，具备预算及实施方案的设计及撰写能力；
- Attention to details.
- 注重细节；

## Minimum Qualifications:

### 基本要求:

1. Bachelor's degree and 5 years experience. Equivalent combination of education and experience acceptable.
2. 具备本科及 5 年及以上工作经验，同等学历及同类工作经验亦可；
3. Experience of preparing and presenting project proposals to and/or negotiating with national, provincial, city, county and/or municipal government representatives is a strong advantage
4. 具备陈述和提出过项目建议书给国家，省，市，县和/或市政府代表并/或与之商谈的经验是一个强大的优势；
5. Fluency in English and Chinese, with excellent oral and written skills as well as bilingual translation ability.
6. 英语和汉语流利，具备优秀的口语及书面表达能力和翻译能力；
7. Must possess a high degree of proficiency with Microsoft Office including Word, Excel, Outlook and Powerpoint.
8. 熟练使用各种常用的办公软件；
9. Strong interest in world affairs and clear commitment to the aims and values of HPP;
10. 对全球性议题及国际事务感兴趣，认同互满爱的愿景和工作价值；
11. Strong organizational skills and marketing sense, independent, creative, team-layer and ability to work under pressure and drive to reach targets;
12. 具备很强的组织能力和市场意识，能够独立地，有创新地，在团队层面和压力下开展工作并达到目标；
13. Experience with the public and/or non-profit sector desired.
14. 具备在公共及/或非盈利部门工作经验为佳；

## To apply:

### 如何应聘:

Please apply with a detailed CV, achievements and experiences, a writing sample in English and Chinese and letter of motivation, including expected salary and earliest availability in English and Chinese by e-mail to [gongzuo@hppchina.org.cn](mailto:gongzuo@hppchina.org.cn)

In the subject field of your email message, please provide your last name and "job application Client Account Manager".

有意者请将详细的个人简历（含以往成就及经验），中英文求职信，薪资要求和可到岗日期以邮件形式发往 [gongzuo@hppchina.org.cn](mailto:gongzuo@hppchina.org.cn)，邮件标题请注明“姓名+应聘客户经理”。

Short-listed candidates will be contacted within 1-2 weeks. Applicants not invited for an interview within 4 weeks may consider their applications unsuccessful and their personal data will be destroyed.

符合资格的应聘人将于 1-2 周内接获面试通知，超过 4 周未予回复的视作申请失败且应聘者所提供的资料只作招聘用途，有关资料于招聘过程结束后销毁。