



Scientific Associate China- ACS International

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ACS International is currently seeking a Scientific Associate based in China

ACS carries out the largest and most diverse set of programs in support of ACS customers. The overall purpose of this position is to represent the ACS in China. Reporting to Manager, Global Strategy Implementation, the Scientific Associate will work closely with ACS headquarters and ACSI China staff on delivering local benefits.

Essential Functions:

- Working with the Manager of Global Strategy Implementation, align strategies with activities to support services in China
- Serving as a local resource and working with the M&SA Global Strategy & Market Development Team to develop an internal program for engagement, recommending programs and services for existing and prospective customers in China
- Identifying and engaging individuals and institutions that could/should benefit from increased participation with ACS
- Drafting (translating if needed) correspondences, reports, letters, power point presentations, marketing materials and other documents
- Running in-country social media campaigns and developing/maintaining a web presence
- Managing logistics for conferences and events
- Providing support to ACS leadership, including travel and meeting arrangements
- Managing relationships with local vendors and third-party service providers
- Supporting local activities by establishing trusted relationships and regular communication, managing project timelines and deadlines

Requirements:

- A university-level degree; degree in Chemistry or equivalent experience in the Chemical industry strongly preferred
- Minimum of 4+ years of program management experience gained in a commercial environment
- Must possess strong English communications (verbal and written) and reading skills; Must be able to communicate effectively and discuss task objectives, issues and solutions with colleagues and with individuals from all internal and external client departments
- Must be able to convey ideas via e-mail and technical documentation
- Must be able to effectively present ideas and solutions
- Must interact effectively with individuals from business, quality assurance, system administration, and other application development areas in order to define task objectives, obtain specifications and discuss solutions
- Ability to work with minimal or no supervision and to independently identify priorities
- Excellent organizational and office administration skills
- Ability to work on several tasks simultaneously and appropriately prioritizing workload
- Willingness to travel internationally
- Based in Beijing, China

To apply for a position, please submit your cover letter and CV to careers@acsi.info