



Position

Scientific Advancement Manager, China

Description

The American Chemical Society is a professional body that advances the broader chemistry enterprise and its practitioners for the benefit of Earth and its people. Our vision is to improve people's lives through the transforming power of chemistry. In order to fulfill our mission and vision, we provide information, education, career services, and professional development and engagement programs to help researchers and scientists thrive in an ever-changing global economy.

The American Chemical Society has experienced significant growth in China. We are seeking to further expand our engagement activities in China (e.g., conferences, webinars, local chapter activities, and the like).

Position Summary

The purpose of this position is to help ACS engage with the community and to offer localized society services. The Scientific Advancement Manager will work closely with global society service functions and local ACSI China staff. Ideally based in Beijing, the position reports to the Director, Strategy and Scientific Advancement, China.

Position Responsibilities

- Working with leads, align tactics and activities to support engagement activities in China
- Handling logistics for conferences and events
- Providing customer service support through phone, email, written, and in person correspondence
- As needed, conducting telemarketing activities for opportunity leads
- Replying to and resolving service requests in conjunction with relevant ACS colleagues
- Running country-wide social media campaigns and developing/maintaining a web presence as necessary
- Drafting and possibly translating correspondences, reports, letters, power point presentations, marketing materials and other documents
- Providing support to ACS leadership, including travel and meeting arrangements
- Serving as onsite ACS staff for various events and conferences, both hosted by ACS and other organizations, around China and the region
- Supporting other ACS units and divisions' activities in China as requested

- Assisting in relationship management of local vendors and third-party service providers
- Supporting International Chapter and other ACS components' activities through work with volunteers and managing project timelines and deadlines
- Other duties as assigned

Required Experience

- At least a Bachelor's degree required
- Degree in chemistry or allied scientific field highly desirable
- Minimum of 3+ years of experience in a commercial or association environment
- English and Mandarin language proficiency required; knowledge of Chinese cultural considerations required

Required Skills

- Possesses poise to interact directly with ACS community and chapters in country
- Must possess strong English and Mandarin communications (verbal and written) and reading skills
- Must interact effectively with individuals from business, quality assurance, system administration, and other application development areas in order to discuss requests and develop solutions
- Ability to possibly work location independent from other team members
- Excellent organizational and office administration skills
- Ability to work on several tasks simultaneously and appropriately prioritizing workload

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