

Job Description

Title: Specialist – Research, Sourcing & Trade

Report to: Senior Manager – Research, Sourcing & Trade

Based in: Shanghai

Personal Attributes:

- Open minded, self-driven and pro-active
- Team player willing and capable to set and work with targets
- High integrity, straightforward
- Detail-oriented with a focus on high quality work
- Solutions and results-oriented
- Very good communication skills
- Ability to work independently under pressure

Responsibilities:

- Understand client needs and objectives, propose proper solutions in order to achieve clients' objectives, make proposals and sell to clients
- Work independently in various sourcing projects, search for potential suppliers through multiple channels and select qualified suppliers based on the basic information, proposals and quotations collected
- Execution of procurement tasks: including price comparison, commercial cooperation and negotiation, contract signing and order placement.
- Work independently in various research projects, collect data via desk research, phone interview, on site investigation
- independently conduct cold calls, data analysis, and other related work
- Establish a project work schedule and continually inform his/her supervisor and/or partner in charge on the status of the project
- Participate and accompany client in business discussion, negotiation and meetings, and provide inputs on client management decision.
- Deliver professional report in English or bilingual (English & Chinese)
- Project management and sales mainly on foreign investment setting up projects, research and sourcing related services

Requirements:

- Bachelor degree or above (preferably in market research, international trade, economics, social sciences, or statistics)
- 1-3 years' experience in sourcing or market research, preferably experience in B2B market research/consulting industry
- Extensive experience with European business model and practice, especially SMEs is a plus
- Excellent English both spoken and written
- Excellent communication skills, and problem-solving skills
- Good project and time management skills
- Very good analytical, logic, and quantitative skills
- Ability to manage multiple projects at the same time and keep projects on track
- Good PC operation skills including Microsoft Word and Excel
- Quick learner, interested in learning and working in multi-cultural environment
- Strong business sense

- Strong ability to put oneself in clients' position in order to understand potential clients' business situations and needs

Kindly send applications together with passport photo, certificates and resumes in English to INTHR@ch-ina.com

About China Integrated

China Integrated is a **solution provider** dedicated to supporting international companies in **successfully establishing and developing their businesses in China**. Whether a company's needs are market entry, operations set-up, growth or acquisition, we develop **integrated solutions** designed to facilitate **sustainable, superior success**.

With a team of about **25 in-house professionals**, we have been **active in China for the past 25 years**. Over the years, we have successfully served over **400 International firms**, large and small and **established subsidiaries for over 100** of them in China, Hong-Kong and Mongolia. Through our decades of experience, we have developed innovative solutions and cost-effective best practices for clients, including SMEs, in **Shanghai, Beijing, Hong Kong and Mongolia**.

We are organized cross-functionally **to deliver**:

[Business Research, Strategies & Concepts](#)
[Business and Action Plans](#)
[Full Subsidiaries Set Up](#)
[M&A, Joint-Ventures](#)
[Management & Back Office Support](#)

Thanks to the ability we have built up to fully integrate

- clients business concepts and their execution,
- the above set of in-house professional competences,
- the hands-on management of operations,
- 25 years of China experience and contacts,

We have a unique ability to ensure successful operations for our clients in China.

We co-organize the most extensive surveys in the business community in China and regularly publish their [results](#) and our [analysis](#).

China Integrated has offices in China, Switzerland and Mongolia. Our clients are mostly European and US companies leaders in their field. We are a member of the Swiss Center Shanghai (www.swisscenters.org), appointed expert of the Swiss Trade Promotion (www.s-ge.com) the China and Hong-Kong member of the international IPG Network of tax and law firms (www.ipgnetwork.org) and the China and Hong-Kong member of INAA (<https://www.inaa.org>), a global network of accounting auditing and other service professionals.

For more general information, kindly visit www.ch-ina.com.