



CropLife China
+86-10-65254970
Room 6-05A CITIC Beijing, No. 19 Jianguomenwai Street
Chaoyang District, Beijing 100004, China
www.croplifechina.org

Job Description: Project Manager CropLife China (CLC) Biotech Committee

Reporting line: Executive Director of CropLife China Biotech Committee

Working venue: Based in Beijing

Job responsibilities

- Supporting Executive Director and member companies to develop annual business plan and event plan for Biotech Committee and specific project proposals;
- Collaborating internally and externally to organize events, technical and regulatory seminars/ workshops as planned to fulfill objectives of each project; monitoring and appraising each project upon accomplishment;
- Taking in charge of project budget, contract, third-party and files management etc. to ensure work efficiency of bio-tech committee;
- Monitoring global and domestic bio-tech regulatory and policy dynamics, drafting position papers as assigned to timely voice industry positions to regulators, think tanks and opinion leaders;
- Establishing and maintaining good relationship with stakeholders, and contributing to Crop Life China Biotech Committee branding as a trustworthy partner of choice.

Other criteria

- Master Degree or above in bio-tech, science or other related area;
- Well versed in English & Chinese writing and communication;
- Strong spirit of team work, collaboration; interpersonal and computer skills;
- Good planning, organizing and management capability.

Working experience

- 3-year experience of project management;
- Working experience at multi-national companies, scientific institutes or industry associations is preferred.

Contacts

If you are interested in this post, please send your resume with expectations in English & Chinese to:

Katherin.yin@croplifechina.org

sunny.sun@croplifechina.org



CropLife China
+86-10-65254970
Room 6-05A CITIC Beijing, No. 19 Jianguomenwai Street
Chaoyang District, Beijing 100004, China
www.croplifechina.org

职位描述——项目经理 植保（中国）协会生物技术委员会

汇报关系：向植保（中国）协会生物技术委员会执行总监汇报

工作地点：北京

工作职责：

- 与执行总监及各成员公司沟通协调，根据各项目目标起草并制定年度工作计划及具体活动方案；
- 与委员会各成员公司及外部相关方沟通合作，根据各项目计划，组织相关会议、技术及法规交流等活动，以协助达成各项目目标并及时完成项目评估；
- 负责各项目的预算管理、合同管理，费用支付，第三方服务公司管理、文件管理等工作，使委员会工作流程顺畅；
- 及时跟进国内外农业生物技术相关政策法规动向，代表行业与相关政府机构、技术专家，就具体法规及技术问题进行沟通，起草相关文件，表达行业诉求；
- 建立并维护良好的对外关系，维护生物技术委员会的积极正面形象。

其他要求：

- 具有生物技术或相关领域的硕士学位或以上学位；
- 较强的英文和中文的沟通与写作能力；
- 良好的规划、组织和管理能力与人际沟通技巧；
- 良好的计算机及办公软件使用技巧；
- 良好的团队合作精神，诚实守信，积极向上。

工作经历：

- 三年以上的项目管理工作经验；
- 具有在外企、科研机构 and/或协会工作经历的优先考虑。

联系人：

感兴趣的应聘者请将中英文简历及期望月薪发送至：

Katherine.yin@croplifechina.org

sunny.sun@croplifechina.org