



Australian Government

Australian Trade and Investment Commission

Job opportunity available in Austrade Wuhan office!

Job title: Business Development Manager

Job level: Austrade Overseas Performance Level (AOPL) 2

Location: Wuhan

Application closing time: **6:30pm, 22 May 2016** (China time)

The Australian Trade and Investment Commission (Austrade) is the Australian Government's official trade and investment development agency. We advance Australia's international trade and education, investment, and tourism interests by providing information, advice and services. Our China network has 12 offices and more than 80 staff.

Austrade is seeking a confident, self-starting Business Development Manager for our Wuhan office. Your primary responsibility will be to service Australian companies exploring business opportunities in Hubei, Hunan and Jiangxi provinces. You will work across different industry sectors, with a focus on agribusiness and food and beverage sectors. You will work under guidance from a Chengdu-based Trade Commissioner and with a Wuhan-based Senior Business Development Manager.

More information including salary for this position can be found in the 'Information for Applicants' pack through link: <http://www.austrade.gov.au/bdmwuhan>

Duties:

- Service Australian businesses from diverse industry sectors, and education institutions, helping them do business in the China market
- Research, identify and capture opportunities to develop Australian exports to the China market, in line with Austrade's corporate objectives
- Maintain existing relationships with government and industry allies, and develop new contacts and networks, to understand China market opportunity for Australia, particularly in the agribusiness, food and beverage sector.
- Contribute to China, West China and industry teams' business plan development and implementation.
- Efficiently manage a changing workload, covering diverse industry sectors, large numbers of clients/customers, to deliver quality work on time and budget.
- Plan and implement business matching activities such as trade displays, investor events and market visits, under guidance from your manager.
- Follow guidelines to efficiently use customer relationship management systems and other databases, and share knowledge with co-workers using these systems
- Maintain Austrade standards and implement its policies including workplace diversity, ethical practice, occupational health and safety principles and compliance with audit requirements



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Selection Criteria:

1. Relevant tertiary qualification and a **minimum of 3 years'** experience in a business development or related role, preferably in international or foreign government organisations.
2. Demonstrated good knowledge and understanding of international trade, including an understanding of Australia's competitive advantage and government policies. Experience in agribusiness, food and beverage sector and/or in international trade will be highly regarded.
3. Demonstrated knowledge of the Chinese market, especially potential opportunities in Hubei Province, and ability to develop strong business networks.
4. Proven ability to think analytically and take a practical approach to problem solving.
5. Well-developed communication skills, with the ability to successfully represent Australia and Austrade and the capacity to negotiate and communicate effectively with stakeholders. Fluent in written and spoken English and Mandarin Chinese.
6. Experience working independently in a small team environment to deliver business outcomes. Willingness to travel.