



CORPORATE RELATIONSHIP & CAREER ADVISOR

REPORTING TO: Campus Director

DEPARTMENT: Academic & Student Services

LOCATION: Suzhou

PROFILE: Local

ABOUT THE COMPANY

Our client is a French Business School ranked top 10 in France, their Campus in China is based in Suzhou.

GENERAL DESCRIPTION

This role is to build and maintain good relationships with corporates to provide more employment or internship opportunities to students, and maintain the relationship with our client alumni regularly, to provide the high quality resources for students on campus.

该职位旨在通过与企业合作，为学生提供更多就业和实习机会，并定期维护与我们的客户毕业生的关系，为我们的客户在校生获取更多优质资源。

JOB PURPOSE:

- Provide administrative service to students for their internship (training agreement, additional agreement, termination...)
给学生提供与实习相关的行政事务服务，例如培训协议，附件协议等。
- Search and develop internship offers in line with the programs and student expectations
寻找并发展与课程和学生期望相关的实习机会
- Help students in their research and inform students about issues in internship (administrative Information, procedures to follow...)
协助学生进行实习方面的调研（政策信息，履行程序等）
- Assist students during the internship and follow up current missions (interface between students and the company of the internship)
帮助学生实习期间跟踪其实习进程（做好学生与实习公司的桥梁工作）
- Advice on guidance and career development of students.
为学生职业生涯发展提供建议
- Organize and facilitate the personal and professional development courses
组织个人职业生涯发展的相关课程
- Organize regular events to maintain alumni of our client.
组织相关活动以维护我们的客户的校友会。
- Propose lifelong experience sharing opportunities to our client alumni.
为我们的客户校友会提供长期的经验分享机会
- Establish a club de France in Suzhou
在苏州建立校友会法国俱乐部
- Canvass specifically local offers and boost the network of companies in Suzhou

发展当地就业机会并拓展苏州企业关系网

- Organize events for School – Companies (e.g. forums internships and jobs, companies meetings...) to build corporate relationships and companies & alumni interventions in collaboration with the Programs Directors, Faculty and Alumni Association to discover the sectors and functions.
- 组织学校与企业间的活动（例如，实习论坛，公司会议等），拓展企业关系，以及与公司，校友，课程总监，教务人员及毕业生协会之间的合作

KNOWLEDGE, SKILLS AND EXPERIENCE

- Good customer service Sense
良好的客户服务能力
- Prioritize ability for multi-task
优先排序能力
- Good team working spirit
良好的团队合作能力
- General skill in office software, including Word, Excel and PPT
Office软件基本运用能力,包含word， Excel 和PPT
- Strong communication and interpersonal skill
很好的沟通与人际交往能力
- Good planning skill
计划能力
- Know how to maintain good company relationship and develop business skill
知道如何维护良好的公司管理及发展业务
- Bachelor degree or above in education or foreign language major
本科学历及以上，教育或外语等相关专业
- English level required
英语要求
- Speak and write fluently, smooth communication with students and all colleagues both in China and France.
读写流利，能够与学生和所有中国及法国的同事流利，无障碍沟通。

APPLICATION:

Please send your resume and your motivation letter to: sh-recruitment@ccifc.org

Mail subject: Corporate Relationship & Career Advisor