

## Advisor – Corporate Relations & Career Services

**Location:** Suzhou

**Sector:** Education

**Report to:** China Campus Director and to the International Career Services Manager

### ABOUT THE COMPANY

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

### TASKS

- Identify at least 2 key contacts (Talent Acquisition/Recruitment Managers) among the company target portfolio identified in China as strategic companies with high recruitment and attractiveness potential and build long-term relationships with them.
- Regularly meet these companies in order to better understand their recruitment needs (in terms of job positions and students' profiles and add reports of these meetings in the CRM/Eudonet).
- Identify their needs for internships, various work visas (VIE, short or long term contracts for young graduates and/or experienced profiles, etc.) and understand the job profiles and skills sought (hard and soft skills).
- Regularly receive their offers on Jobteaser (in order to contribute to the placement of our students in China).
- Develop 1 paying corporate partnership (standard, silver or gold) with a local company of the corporate panel. Services could include:
  - The recommendation of candidate profiles corresponding to the expectations of recruiters (hard skills/soft skills) pertaining to our program specializations via the send of specific CV books
  - the development of HR pre-recruitment and placement services
  - the organization with the academic programmes of specific actions (courses, business cases, etc.)

### I) CORPORATE EVENTS

- Manage and coordinate events with the panel of target companies:
  - min 2 visits per semester of iconic companies in China
  - 1 virtual job fair in collaboration with all the campuses per year
  - 1 speed Dating per semester (in Shanghai) with companies defined among company target portfolio (min 50 companies)
- Work with trade organizations (ex: local Chamber of Commerce and others), to organize corporate events (career fairs, etc.) and to determine opportunities of collaboration

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult [ccifc.org](http://ccifc.org)

## RESPONSABILITIES

### II) Employability of students

- Contribute to the design, implementation and coordination, with the support of local external partners (local recruiting firms like SPRING ASIA, career development platforms like LockinChina, consultants, etc.) of employability action plans on all programmes, in close connection with the International Career Services Manager and the Employability Development Manager.
- Contribute to the learning of recruitment practices in China
- Plan and organize the employability events throughout the year
- Deploy services to students to help them enhance their candidate status in the workforce in China (resume review, mock interviews, etc.)
- Ensure coordination with all internal stakeholders (Dir Programmes, Dir Admissions, Alumni ...), within the Corporate Office, and with external partners or specialist consultants

### III) Satisfaction of students

- Achieve a NPS (Net Promoting Score) of 80% on the company career services in Suzhou. This objective is based on the annual satisfaction survey asked to students => team objective.
- Support students on individual basis with all needs of employment, job searches, applications, resume reviews, visas, administrative processes, etc.
- Contribute to the formalization of this professional support through specific digital platforms and tools to develop students' employability in China

### IV) Placement of students

- 90% of placement of our students (placement = internship, short term contracts, long term contracts, VIE...) => team objective
- Contribute to the development of databases to facilitate the matching of student profiles (specializations/hard skills/soft skills) with local companies' recruitment needs
- Be on constant watch over recruitment innovations in China, whether methodological or technological

#### • Other activities (support in the organization of alumni events, Suzhou campus regular activities, etc.)

- Organize regular events to maintain relationships with alumni
- Propose lifelong experience sharing opportunities to alumni
- Establish a "Club de France" in Suzhou
- Support in team events, such as participating student recruitment fairs, education fairs, etc.

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## REQUIREMENT

- ✓ Bachelor degree in teaching, academic or foreign language major
- ✓ 3 years around in working on students' employment/Internship and corporate relations maintenance/development.
- ✓ General skill in office software, including Word, Excel and PPT, etc.
- ✓ Strong communication and interpersonal skill
- ✓ Good planning skill
- ✓ Know how to maintain good company relationship and develop business skill
- ✓ Good customer service Sense
- ✓ Prioritize ability for multi-task
- ✓ Good team working spirit

## APPLICATION

Please send your resume and your motivation letter to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)

**Mail subject:** Advisor – Corporate Relations & Career Services

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