

## EXECUTIVE DIRECTOR, FINNCHAM SHANGHAI

### ABOUT THE JOB

FinnCham Shanghai is a private, non-profit business networking, facilitation, and information platform, focusing on promoting trade and business relations between Finland and China. We are the largest Finnish Chambers of Commerce outside Finland, offering a wide range of business services and around 100 events per year to the 150+ corporate members and individuals within our active business community.

We are now looking for an enthusiastic and energetic **Executive Director** to lead FinnCham Shanghai. The Executive Director role requires a professional who has a strong business and people acumen, demonstrates a passion for collaboration and networking, and has an ability to lead by personal involvement and example. Self-motivation and independent work style are a must, as is an ability to influence and drive results.

### DESCRIPTION

This full-time role at FinnCham Shanghai is an excellent match for a professional with an interest in international business and Sino-Finnish relations. The role is based in Shanghai and will include travel within Yangtze River Delta region with an occasional travel within Greater China.

Your primary responsibility will be to lead FinnCham Shanghai such a way that it successfully achieves its mission to promote members' business interests in China. You will be responsible for ensuring membership provides value to members and attracts new businesses to join the community. As Executive Director, you will represent the Chamber and its membership in all interactions towards various stakeholders.

### RESPONSIBILITIES

Reporting to the Board of Directors you will:

- Lead FinnCham Shanghai within the framework of an established budget approved by the Board of Directors
- Ensure the day-to-day management is effective and balances revenue and costs
- Plan, organize, and promote a range of services and events for current and future members, including scheduling, recruiting volunteers, sponsorships, advertising, budgeting, etc.
- Provide strong and inspirational leadership to FinnCham Shanghai staff to create a working environment where all team members are valued and empowered
- Develop productive relationships with Team Finland China actors, especially with Consulate General of Finland in Shanghai and Business Finland, to support Finnish companies in China.
- Build partnerships with other chambers and organizations to add value to members
- Prepare all material for board meetings and serve as a secretary in the meetings

### REQUIREMENTS

- Strong business and commercial acumen with a proven track record in business. Working and/or living experience in China is considered as an advantage.
- An action-oriented self-starter and team player with a strong planning and implementation skills, and with an ability to build strong relationships
- Excellent Finnish and English verbal and written communication skills at all levels of organizations, and towards multiple stakeholders; a persuasive and passionate communicator with excellent interpersonal skills. Chinese language skills is considered a benefit
- Has a keen interest in current affairs and economic development
- High level of professionalism, integrity, and ethical behaviour

Should you have any questions about the position, please contact the current position holder, Executive Director Ville Lintervo at [ville.lintervo@finnchamsh.org](mailto:ville.lintervo@finnchamsh.org) or by WeChat at [villelintervo](#). Please submit your CV and application by April 15<sup>th</sup>, 2024 to Ville by email. We are looking forward to receiving your application!