



JOB OPENING

FSC China is looking for an engaged Marketing and Communications Officer to reinforce its market development and communications work.

About FSC

As the world's most trusted sustainable forest management solution, FSC works to take care of our forests and those who rely on them: by protecting plant and animal species, Indigenous Peoples' rights, forest workers' safety, and much more. We achieve this through FSC certification, ensuring forests around the world are responsibly managed. For more information on FSC, visit our website at www.fsc.org.

Products carrying the FSC label are independently certified to assure consumers that they come from forests that are managed to meet the social, economic and ecological needs of present and future generations.

FSC certification started in China in 1998 and since 2006 has grown rapidly with over 17,000 Chain of Custody certificates and 1.2 million Ha of certified forest. More information is available at cn.fsc.org

The Scope

To coordinate the implementation of market development work in China by strengthening FSC exposures amongst industry stakeholders, and increasing their understanding and knowledge about FSC certifications.

To support the corporate communications and project theme-based communications.

Main Roles and Responsibilities:

- To organize and implement selected industry expositions and tours independently and effectively. Including but not limited to business negotiation and procurement process, project planning, implementation and review.
- To identify various opportunities to promote FSC presence in China, including livestreaming, industry speeches, online webinars, media channels etc.
- To research and develop more stakeholders for engagements, e.g. industry associations, companies, related media.
- To collect tropical timber and rubber industry info under the guidance of the FSC China Value Chain Development Manager.
- To collate, draft and proofread marketing and communication materials under the guidance of FSC China Marketing Communications Manager.
- Vendor management and contract coordination in relation to market and communications work.
- Additional Tasks as agreed with FSC China

Reporting line

- Formal reporting: the FSC China Marketing and Communications Officer reports to the FSC China Operations Director



- Functional reporting: the FSC China Marketing and Communications Officer reports to the FSC China Value Chain Development Manager and the FSC China Marketing Communications Manager.

Cooperation with other operational units:

- Marketing Communication Unit, Global Network Unit of FSC Global Development.
- FSC Asia and Pacific Regional Office
- External key contacts (e.g. service providers, office building management, suppliers, etc.).

Qualifications, Experiences, and Skills

- Education and Training: University degree in a relevant field (e.g. Business Administration, Communication, Marketing and Sales)
- Working experience, Style and Skills:
 - At least 1 years relevant experience in market development;
 - At least 2 years experiences in organizing offline events.
 - Excellent project management skills, including planning, implementing, and reporting;
 - Experience in drafting, designing and posting social media posts preferred;
 - Excellent coordination and negotiation skills;
 - Multitasking skills with the ability to meet deadlines;
 - Ability to work independently and as a member of a multi-cultural, inter-disciplinary, multi-lingual, global team;
 - Ability and eagerness to learn in an ever-changing business context;
- Experience with timber related industries or rubber industry a plus.
- Communication Skills:
 - Ability to communicate effectively with all stakeholders both orally and in writing.
 - Excellent ability to speak and write in both Mandarin and English.
- Excellent skills in Microsoft Office packages, ability to use graphic or video editing software a plus.

Terms and Conditions

Location: Beijing, China

Working Hours: 40 hours/week

Contract start date: As soon as possible

Contract duration: 12months

Travel: the position requires domestic travels.

Rate: commensurate with experiences

Means of Application

1. Application Deadline: Midday, April 3 2023
2. Please send your CV and a letter of interest to hr@cn.fsc.org, with "Application: FSC China Marketing and Communications Officer" in the subject line.



Due to resource constraints, only candidates shortlisted for an interview will be further contacted and will receive notice of the final outcome of the selection process.