



Project Coordinator of CSR Asia (Beijing)

CSR Asia is a social enterprise and the leading provider of information about Corporate Social Responsibility (CSR) in the Asia-Pacific region. CSR Asia builds capacity in companies to promote awareness of CSR in order to advance sustainable development across the region.

CSR Asia is looking for a committed individual to help with the management of CSR Asia's projects in China, especially in Beijing. You should be organised, a self starter, and capable of managing all aspects of major CSR-related projects. Additional responsibilities will include organising events and conferences and providing additional administrative support where necessary.

Project Responsibilities:

- Assisting in project planning, work coordination and other related duties
- Other administrative duties in Beijing requested by directors and senior staff
- Some travel required

Knowledge and Experience:

- Strong project management skills
- Attention to detail and capacity to meet deadlines
- Excellent written and verbal communication skills (English and Mandarin)
- Ability to build and maintain relationships effectively both internally and externally
- Knowledge of and interest in CSR, especially on environmental issues, is an advantage
- Strong IT Skills: Word, Excel, Power Point
- At least 1 year of relevant experience preferred. Fresh graduates will also be considered

Salary is dependent on qualifications and experience, and fringe benefits will be offered to successful candidates.

Selected candidates will be hired on a 1 year contract with renewal subject to performance. The contract will be started from April/May 2008. Selected candidates will be based in Beijing. People who are interested in the position please email your application letter, resume and expected salary to Mr. Brian Ho at bho@csr-asia.com.