

Recruited position: Operations & Marketing (part-time / ca. 40-50%)

About CMG: CMG is a small and fast-growing specialized European boutique consultancy with foundation in Switzerland and China and operational presences in Zurich, Munich and Beijing; CMG provides original, fact-based and calibrated China policy and market analysis to advise on China strategies, cooperation concepts and negotiations for European companies and financial investors.

Working location: Munich, Zurich, or remote/upon agreement

Your main value-added?

Your primary role is to help CMG become more structured, efficient, effective and sustainable in its operations. For this, you sketch standard operating procedures (SOPs) together with us by observing how we do things, how we could do them better, proposing procedures, refining and formalizing them. These SOPs span operational areas of HR, finance, IT, legal as well as marketing, social media and business analytics. In the field of marketing, you contribute to curating content, as well as online and offline events, and building relationships with our partners and stakeholders and help positioning our products and services effectively in the market and towards our target groups. We aspire to communicate CMG's insights, expertise, services, events as well as job opportunities more effectively to our external stakeholders. Your impact means that our team of consultants and analysts can fully focus on CMG's core business, namely conducting research, solving cases and adding value via clients assignments.

What characterizes you?

- You are an all-rounder and a creative problem-solver, strong both conceptually and in execution
- You have an intrinsic drive to get things better organized, to tangibly contribute and support the team
- You can adapt to speed, needs and agility of CMG as a young, cross-cultural company – your flexibility is key
- You are experienced in working with websites, newsletters, Zoom, graphic design, etc., and you are familiar with Microsoft 365, have experience in creating graphics (Canva) and you like to learn new tools (e.g. CMS)
- You have strong self-management skills, are self-driven, you can work remotely and are a true team player
- You are a strong communicator – precise, no clutter, empathetic and goal-oriented, fluency in English/German
- You possess can-do attitude, attention to detail, rigor, “flair” for numbers and texts, and efficient execution
- Strong integrity and ability to build relationships and inspire trust with our stakeholders, partners and clients
- Chinese/China literacy, cross-cultural experience and understanding CMG's market and products a plus

Application document (1 PDF)

- Motivation letter (max. 1 page) and CV unified in **one PDF**
- Applications possessing a valid working permit will be prioritized in the recruitment process
- Please email to career@chinamacro.ch

