

## Associate-Expat (Job Code: EA01)

### **Introduction**

SmithStreetSolutions is a fast-growing Knowledge Process Outsourcing firm with offices in Shanghai, New York and Nanjing. We are looking for smart and motivated entry-level expatriates who are looking for a good place to start their career. We want team-players who will help us create a multi-cultural business that is successful and unique.

This job is open for people who are looking to develop themselves for the long-run. If you join us, you will be trained with the best management practices from the US and from China. You will have the opportunity to move up quickly to manage projects and teams. You will manage client relationships from an offshore location. You will be meticulous about getting every detail right, delivering what we call "completed staff work". You will improve your Mandarin language skills and cultural understanding by working side-by-side with talented local employees. Moreover, you are going to get a deep understanding about how major global corporations make decisions because you will put together the presentations and documents that are used to turn ideas into action.

Experienced Associates may progress onto the position of Project Manager.

### **Responsibilities**

In a fast-growing and dynamic company like SmithStreetSolutions you will have the opportunity to define a role that suits your talents and interests. Initially, we see your responsibilities along a number of broad areas:

- Deliver high quality client work, e.g. PowerPoint presentations, translated documents, etc.
- Understand client needs and business context of client work and explain this to the local team
- Manage client relations remotely using various communication tools including telephone, e-mail, instant messenger, and collaboration software
- Contribute to the growth and operational development of the firm

### **Requirements**

The most important thing that we are looking for in our employees is attitude and outlook. We are looking for people who want to develop the firm, and grow their own skills and career. However, other things being equal, certain qualifications are desired:

- Bachelors degree or higher from a top foreign university
- Excellent spoken and written English
- Ability to communicate in Mandarin or at least a base from which to improve
- Mastery of additional languages is a huge plus
- Good abilities in MS PowerPoint, Word, and Excel
- Additional software skills are a plus including MS Access, Photoshop, SAS, etc.

Please submit a cover letter and resume to [recruiting@smithstreetsolutions.com](mailto:recruiting@smithstreetsolutions.com). Please quote the Job Code EX01 and the source of job information in your email subject.