

PROGRAM COORDINATOR (OPEN INNOVATION) – BUSINESS DEVELOPMENT

Intralink is seeking an enthusiastic and energetic candidate for a client & customer-facing, market research/business development/sales/strategy consultancy role.

The role involves proactively running hands-on market research, technology scouting & business development projects for Intralink's Japanese and Western technology clients. The Program Coordinator will hold a range of responsibilities including market research, business development & sales, technology scouting, market entry strategy development, account management and interpretation. The position is a challenging one that offers the successful candidate the opportunity to gain valuable skills and career-building experience.

As a Shanghai-based role, this position is ideal for a Chinese national who has lived and studied in Japan or an English-speaking country at university level and has returned to China to leverage skills learned abroad. We also welcome applications from Japanese or other foreign candidates who are currently residing in China and are fluent in spoken & written Chinese, Japanese and English.

Responsibilities

- Planning, market research and market analysis using information gathered in Chinese, Japanese and English from the internet, phone calls and face-to-face meetings
- Writing strategy and market research reports for a C-level audience (Western & Japanese)
- Identifying, contacting, meeting, and presenting to Chinese target customers/partners
- Managing the whole sales process from initial lead generation to negotiation, closing deals, and account management
- Driving business discussions to identify the best route to market for Intralink's clients (direct sales, licensing, channel selection)
- Developing and implementing long-term market-entry strategies for Intralink's clients
- Interpretation and technical liaison between Intralink's client and local Chinese customers
- Writing regular meeting notes and reports in English for clients
- Arranging client visits and accompanying clients on market visits in China
- Other related business development and administrative tasks

Experience

- Fluent spoken and written Chinese, Japanese & English
- Strong oral and written presentation skills
- Experience in strategy consultancy, sales, business development, or technology
- Thorough understanding of the Chinese and Japanese business environment
- Candidates with the following experience will be given preference:
 - Experience working in or with technology, including but not limited to software, semicon, engineering, medtech, telco, energy, biotech and automotive
 - Experience working in a Japanese business environment

Additional information & Applications

- Corporate website <https://www.intralinkgroup.com>
- Open Innovation Team website <http://www.intralinkgroup.com.cn>
- CV and cover letter (English and Japanese) applications_oig@intralinkgroup.com