

English Language Editor – Beijing office (Healthcare Practice)

About Sandpiper

Sandpiper in Beijing is a strategic communications and public affairs consultancy with a clear China focus. We specialize in partnering with either multinational companies operating in China's dynamic but challenging market or supporting Chinese companies to extend their reach globally. We also work with trade associations, governments, NGOs, and educational institutions. Sandpiper utilizes a research and knowledge-based approach when solving problems and providing solutions. We are architects of landmark thinking and insights on integrating stakeholder relations and reputation management with strong media and government relations in China, with an extension into other major Asian markets. Sandpiper provides a full range of integrated services across multiple industries, particularly with a forte in B2B communications, especially across the healthcare, finance, education, F&B and nutrition, retail, chemicals, and heavy-industry sectors. For further information, please visit www.sandpipercomms.com

Tasks and responsibilities:

- Editing and proofreading materials prepared by non-native speakers
- Designing formatting for various document types, including Word, PowerPoint
- Providing advice on structure and critically analyzing the logical flow of ideas
- Conducting research and analysis, and writing issue briefings
- Research and drafting content for social media posts
- Researching and monitoring topics relevant to client needs
- Helping with marketing activities for Sandpiper (i.e. reports, newsletters, and events)
- Assisting with research and preparation for new business development
- Other tasks as assigned

Who are we looking for:

- Native English speaker with a Bachelor's degree or above
- 2+ years working experience in a consulting firm / agency with strong research and writing skills are preferred
- Efficient, responsible, has attention to detail and takes initiative
- Interest in and some knowledge of healthcare industry landscape and insight in China
- Knowledge of Mandarin is not necessary, but may be a plus
- Working on-site in Beijing office is preferred

Please send your resume to: sophie.li@sandpipercomms.com

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