

Job opening at Melchers (Beijing) Ltd.

The Melchers Group is a privately-owned group based in Bremen, Germany, which entered China in 1866. Today, Melchers China provides a comprehensive range of market expansion services and solutions across all functional areas and the entire value chain in the retail, healthcare, and machinery sectors.

We strive to become a leading retail service provider in the premium luxury segment in China. Our longstanding experience and knowledge of the Chinese retail landscape, deep understanding of local customer behavior, and well-established distribution network enable us to offer tailored and brand-oriented market approaches for all our brand partners across all channels offline and online.

We help our selected brand partner understand the Chinese luxury consumer goods retail market, quantifying the scale and the competitor landscape to identify short, mid, and long-term opportunities for market growth.

With a focus on premium brand partners, we provide fully integrated retail operation services. To support a market expansion project of a heritage toy brand in China and our future retail projects, we are looking for a high-potential talent as

Assistant Project Manager – Retail

Report to: Managing Director

Location: Beijing

Responsibilities

- Support the market expansion project of a brand partner in China, including but not limited to setting up the legal structure in China, establishing corporate governance and reporting structures, acting in a board assistant capacity, ensuring the upholding of shareholders' obligations laid out in the AOA of the company once the company is operational
- Support the implementation of retail projects in China in a project management capacity, i.e., able to perform project management activities during the Initiation, Planning, Execution, Monitoring, and Closing project phases
- Work with senior management and collaborate with functional departments to define project schedules, manage activities, determine team priorities and drives the resolution of issues
- Preparing ad hoc reports, presentation decks, and other business documents, including translation

- Assist with business development activities towards new principals in Europe (steer market research, drafting business cases, support financial analysis, support negotiations, and contracts)
- Support other (non-retail) projects and perform duties assigned by the Managing Director

Qualifications

- 4 years of relevant work experience such, for example, project management, retail project execution or retail operation, executive assistant, consultant
- Prior retail (premium) brand experience or exposure is strongly preferred
- Proficient in spoken and written English, native Chinese
- Exceptional communication and intercultural skills - interaction with various executive levels including, but not limited to, Board Members, CEO, and Executives internally and globally
- Able to meet deadlines by collaborating with, steering, and coordinating internal and external stakeholders
- Demonstrate an analytical mindset, problem-solving attitude, and structured thinking
- Able to work independently on projects and administration
- Excellent business acumen and ability to exercise tact, sound judgment, and prioritization
- Able to observe and maintain the utmost confidentiality
- Tolerates uncertainty and ambiguity
- Embracing learning opportunities and determination for continuous self-improvement
- Not required, but advantageous: project management certifications from PMI, IPMA, or similar

Working at Melchers

We give major importance to mutual respect and tolerance in any relationship, regardless of the person or position. Our flat hierarchies allow for quick feedback and access to management. Our low staff turnover reflects our reliability and stability as an employer. In order to drive success, we work with annual objectives for each staff member and operate in an environment of providing feedback and seeking continuous improvement from all teams and employees.

Applicants are requested to send their motivation letter, CV, and expected annual salary to Jacquelyn Li at jacquelynli@melchers.com.cn