



GreenPoint Group Position Announcement: Senior Associate

About GreenPoint Group

GreenPoint Group is a boutique U.S.-China strategic advisory firm with offices in Washington, D.C. and Beijing, China. GreenPoint serves as trusted, long-term advisor to executives of the world's leading corporations and non-profit organizations. GreenPoint partners with clients to provide advisory and strategy support services to achieve specific client objectives. Clients range from start-up ventures to Fortune 500 firms to leading non-profit organizations, operating in a variety of sectors including retail, consumer products, energy, technology, and education. More information about the GreenPoint Group may be found at www.greenpoint-group.com.

Position: Senior Associate

Location: Beijing

Term: Full-time

Start Date: Immediate

General Description

GreenPoint is seeking a dynamic, creative, and results-oriented professional. The right individual will have the ability to serve clients by contributing meaningfully to discussions of high-level strategy and by following through to support clients' interests in specific initiatives. Leadership, organizational, and execution abilities in China are of paramount importance in this role, as are communication skills and the ability to develop relationships with government, private sector, and other constituencies.

This position offers a unique opportunity to connect public policy and business strategy in support of clients in China. GreenPoint is very selective in its work with clients and aspires to the highest level of integrity in its operations and to impact in support of its clients' interests.

Responsibilities, Skills, and Experience

The candidate will serve on GreenPoint client service teams; take a lead role as Client Service Manager in select client relationships; have oversight over client deliverables; and direct and participate in client briefings.

In addition, reflecting the value that outreach generates for our clients, we expect that the candidate will cultivate broad and active relationships in the diplomatic, academic, policy, commercial, and other related communities.

Client Service and Deliverable Support (approximately 70-80%)

- Serve on client service teams, engaging directly with clients.
- Develop client briefings, research memos, and presentations.
- Support GreenPoint's Senior Vice President's interactions with clients.

Required:

- Team orientation, reliable, collaborative, highest integrity.
- Bias towards action, high level of organization, and speed in responsiveness.
- Demonstrated experience in understanding and serving corporate interests as they relate to contemporary Chinese realities and U.S.-China relations.

Research and Market Insight (approximately 20-30%)

- Conduct open source research using English and Chinese language sources.
- Track and analyze policy issues, commercial topics, and client company news.
- Develop briefings, research notes, and presentations.

Required:

- Demonstrated analytical and English writing excellence.
- Strong research capabilities generally; ability to efficiently use English and Chinese language sources.
- Ability to effectively organize and manage research and writing processes.

Outreach (approximately 10%)

- Participate in and represent GreenPoint at events in the international business community (AmCham, USCBC, etc.).
- Cultivate a network of relationships that are relevant to client interests and market insight.
- Marketing and Special Events: Support GreenPoint marketing initiatives including web-based outreach videoconferences, website updates, event planning, and other activities.

Required:

- Tact, maturity, and diplomacy in communication with senior-level leaders in business, government, and academia.
- Organizational skills that support intentional communications with external counterparts.

We seek candidates who have:

- Personal qualities of humility, team orientation, and flexibility.
- Demonstrated excellence working directly with and providing support to corporate executives.
- Exceptional competencies in cross-cultural communications.
- Very strong computer skills and technology literacy.
- Extraordinary attention to detail.
- Superior organizational and execution skills.
- Ability to thrive in a fast-paced, close-knit work culture.
- Proficient English and Chinese language skills – including reading at a professional level.
- A minimum of seven years full-time, relevant work experience.
- Ideally, a Master's degree in a China-related field of study.

Work Environment

Hybrid work model, combining work in Beijing office and home office.

Remuneration

Competitive and commensurate with relevant experience and qualifications.

Contact

Please send resume and cover letter to info@greenpoint-group.com. Candidates who have distinctive experience and passion for our work – but whose backgrounds differ from this profile – are also encouraged to contact us.