



## **Business Development Manager - German-Speaking - Shanghai**

Woodburn Accountants & Advisors is seeking a Business Development Manager to join our Shanghai office. You will be in a high-impact position, within a dynamic and professional environment. Join us to be part of a team with 20 years of client expertise, entrepreneurial leadership, and employee commitment in the region.

### **Your Responsibilities**

#### **Business Development and Sales**

- Lead business development activities, high-level involvement in lead generations and negotiations through networking events, speaking events and other such company branding initiatives
- Responsible for generating new business through relationship development, identifying new services or new customers, developing innovating solutions for customers and growing business with current customers
- Providing strategic consulting to potential clients with their new corporate structure and all questions relating to their new entity including taxation, bank accounting opening formalities, etc.
- Develop a Referral Partner network throughout China and the German-speaking territories – such as with lawyers, auditing firms, etc.
- Develop goals for the organization's profitability, new sales and business growth. Work closely with the management to generate a plan to meet those goals and then execute aggressively.
- Update and maintain a detailed potential client database and follow up on sales leads

#### **Customer Service**

- Advise in daily business operations (banking, HR, accounting, logistics, etc.) to clients
- Replying client's queries regarding corporate services, accounting, banking, audit and tax services as well as trade and logistics
- Meeting existing clients in the office to discuss our cooperation, cross-selling opportunities and questions they might have regarding their existing entities
- Contacting clients by email and phone with various issues regarding deadlines, outstanding payments, missing documents, etc.
- Handling ad hoc services such as visa applications for foreigners, trademark and patent applications, HR services (if applicable)
- Work closely with the local team and other Group subsidiaries to troubleshoot or make decisions required to assist clients



## Who are we looking for

### Education, Experience, Certification and Training Requirements

- Bachelor's Degree in law and/or accounting (preferred) or engineering, business, logistics, or other related fields
- 2-5 years' work experience advising on and developing CRM strategies and roadmaps. Experience in related industries (accounting, law firms.) as well as in industry-related companies (automotive, trade, engineering, high-technology, etc.) and experience managing people is beneficial.

### Job Skills and Competencies for this position

- Comfortable working in a multilingual environment; **Fluent in English and German is a MUST**. Other languages are beneficial – Mandarin skills are an advantage.
- Comfortable working for a multi-cultural company; comfortable working with different cultures
- Professional, presentable and punctual.
- Seeking a challenging environment, motivated to improve, and a fast learner.
- Must possess business sense and common sense.
- Excellent presentation, communication and persuasion skills
- Culturally sensitive and open minded.
- Successful, confident and ambitious.
- Hardworking, active and persistent.
- Independent, solution---driven and mature judgment.
- Organized, thorough and analytical
- Communicative, a leader and a team player
- Outgoing, proactive, diligent and passionate at work
- Good computer skills, including Excel, PowerPoint and Word

## About Us

Woodburn Accountants and Advisors is specialized, in inbound investment to China and Hong Kong. We offer companies a one-stop shop approach to their corporate service's needs. We offer market-entry advisory and ongoing corporate, accounting, tax and human resource services.

We recognize that each company has its short and long-term strategy when entering the Chinese market. As an international and multi-disciplinary consulting firm, we have instilled a culture and work ethic of personal service

---



**WOODBURN**  
ACCOUNTANTS & ADVISORS

---

to our clients. As such our mission is to provide quality tailor-made services and solutions to each company in conjunction with value for money.

We speak a variety of European languages and local Chinese dialects to help clients communicate transparently and more easily when entering and operating in the market. Our strength is that we can be the link between your new team in China, your team in the headquarter and our local network of partners that can provide additional added-value services.

**How to apply**

Please submit your full CV with expected salary and availability to [info@woodburnglobal.com](mailto:info@woodburnglobal.com).