



Program Specialist

Location: Beijing, China

ACS International (ACSI) is looking for a Program Specialist in China.

ACS International, Ltd. (ACSI) is a wholly-owned subsidiary of the American Chemical Society. ACSI is comprised of representatives that serve the scientific community worldwide. Employees represent products and services provided by ACS divisions, including ACS Publications and CAS to the world's most important scientific companies, government organizations, global patent offices and academic institutions to promote research and discovery.

To support its fast-growing presence in China, ACSI is looking for a program specialist to coordinate and implement multiple programs . She/he will be working with colleagues in China and US in ensuring each program's execution (from start to finish) and goals are met.

This position will report to the Senior Director

Accountabilities

- Work with cross-functional teams in planning and execution of programs.
- Oversees and administers all facets of the day-to-day operations of the various programs and activities related to the position.
- Work independently and in a team environment to complete assigned tasks effectively.
- Utilize effective problem-solving and time-management skills to execute complex programs identify/rectify bottleneck
- Coordinate with divisions to perform contract modification, program changes and schedule changes.
- Perform contract negotiations with 3rd party providers as needed.

- Obtain client feedback and recommend appropriate program improvements.

Required Skills

Successful Program Specialists are highly organized individuals who possess a high attention to detail and thrive in a collaborative team environment. Driven by the idea of completing each successive goal. In addition to these general skills and personality traits, employers are looking for Program Specialists with the following skills.

- Communication skills- Ability to communicate with clarity for internal & external stakeholders at all levels
- Project Management - Knowledge/experience of managing multiple projects, setting and meeting timelines & objectives set, ability to prioritize and identifying & resolve roadblocks
- Negotiations skills- Ability to negotiate with 3rd party vendors, external clients and internal management
- Team work- Thrive in team environment and ability to provide advise team

Required Qualifications:

- Bachelor degree in Science
- 3+ years of relevant working experience
- Experience in project management is essential
- Fluent in Mandarin and English in spoken and written form.

To apply for a position, please submit your cover letter and CV to careers@acsi.info