

	Manager 投资业务经理	职位描述 Job Description 页码 1/3 Page 1 of 3 日期: 2016 年 12 月 Date: Dec 2016
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Job Description
职位描述

<u>Position Title:</u> Manager <u>职位:</u> 经理	
<u>Reports to:</u> Senior Manager , ACC Shanghai/Hangzhou <u>直属上级:</u> 高级经理 (上海地区)	<u>Department:</u> Investment Development Department <u>部门:</u> 投资业务部
<u>Staff directly responsible for:</u> NA <u>直属下级:</u> 无	
<u>Functional Working Relationships:</u> <u>工作职责关系</u> Procurement managers, project managers, and/or functional departments (EHS, facility, maintenance, etc.) from clients; ACC's strategic partner companies; internal other departments (EPC, financial, etc.) 来自客户方的项目经理、采购经理, 及(或) 相关的职能部门 (环境健康安全、设施、维修等); ACC 战略合作伙伴公司, 公司内部其它部门 (技术、财务等)	
<u>Primary objective of the position:</u> <u>岗位的主要目标:</u> To achieve Investment targets; to maximize market awareness of ACC and its offerings; to complete the task assigned by ACC's management. 完成投资目标, 最大程度地扩大 ACC 及其服务的市场知名度, 完成公司管理层交给的任务。	
<u>Duties:</u> Attaining the primary objective of this position will involve a number of key tasks/ duties which are carried out from time to time. Duties may vary and this list is not comprehensive or exclusive. <u>职责:</u> 实现本岗位的主要目标将包括一定数量的经常执行的关键工作及职责。职责可以变化且此清单并未涵盖全部工作内容。	

1.	<p>Key Task 主要工作职责</p> <p>Expected Result 预期成果</p>	<p><u>Investment Development</u> 投资开发</p> <p><i>Be hungry and enthusiastic and aggressively pursue opportunities on own initiative. Meet or exceed defined investment targets.</i> 从事投资开发工作应当自始至终保持高度工作热情，积极进取的态度主动追求投资机会。完成或超过制定的投资目标。</p> <p><i>To achieve this objective the following will be required:</i> 为达到上述目标需做到如下几点：</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop, lead and close deals to achieve or exceed own personal targets. <input type="checkbox"/> 开发, 主导并签署合同，完成或超过个人投资目标。 <input type="checkbox"/> Assist line manager in refining development strategy and setting targets to utilize limited time and resources to maximum results. <input type="checkbox"/> 协助直线经理完善开发策略和设定投资目标，利用有限的时间和资源来达到最优的结果。 <input type="checkbox"/> Search projects individually under line manager's guidance and find a way to achieve the goals. Identify and analyze potential risks to recommend GO or NO-GO <input type="checkbox"/> 能够直线经理的指导下独立寻找项目信息并找到达成目标的正确方法。识别和分析潜在风险并给予跟进和放弃的建议。 <input type="checkbox"/> Clearly understand individual target and make a plan to achieve it. <input type="checkbox"/> 清楚自己的个人目标并制定达成目标的方案。 <input type="checkbox"/> Actively provide regular progress updates to line manager and request support or resources needed to achieve targets. <input type="checkbox"/> 主动、定期向直线经理更新项目进展，为完成目标寻求支持或者资源。 <input type="checkbox"/> Assist other team members to achieve targets as necessary. <input type="checkbox"/> 根据需要协助团队成员完成投资目标。 <input type="checkbox"/> Keep financial status clear in market promotion and investment process; ensure all reimbursement is legal and all expense is reasonable. <input type="checkbox"/> 在公司市场宣传与投资过程中保持财务状况清晰，报销票据合法有效，支出费用合理、合法。 <input type="checkbox"/> Adhere to the highest business ethics in all its dealings, especially dealings with customers and clients. <input type="checkbox"/> 确保自我在整个业务中遵循最高的商业道德，尤其是在与顾客和客户打交道过程
2.	<p>Key Task 主要工作职责</p> <p>Expected Result 预期成果</p>	<p><u>Marketing Development</u> 市场开拓</p> <p><i>Promote ACC's brand and maximize market awareness of ACC and its offerings. Refuse anyone and anything damage ACC's brand.</i> 宣传 ACC 公司品牌，最大程度让市场了解到 ACC 及所提供服务的状况。拒绝有损 ACC 公司品牌的任何行为。</p> <p><i>To achieve this objective the following will be required:</i> 为达到上述目标需做到如下几点：</p> <ul style="list-style-type: none"> <input type="checkbox"/> Promote ACC's brand in public and maximize the awareness about ACC and its offerings <input type="checkbox"/> 在公共活动中宣传 ACC 公司品牌，最大限度宣传公司与公司所能提供的服务。 <input type="checkbox"/> Find and report to any negative publicity about ACC to management. <input type="checkbox"/> 发现有损 ACC 的行为及时汇报给 ACC 管理层。 <input type="checkbox"/> Actively participate in various marketing activities organized by ACC and maximize business opportunities through marketing activities. <input type="checkbox"/> 积极参加 ACC 组织的各项市场宣传活动并通过市场宣传活动最大限度的挖掘商机。 <input type="checkbox"/> Actively update the status of marketing, clients and competitors and contribute feasible plan to improve ACC performance. <input type="checkbox"/> 主动沟通市场、客户及竞争对手的情况，并提出可行的建议来提高 ACC 的竞争力。

3.	<p>Key Task 主要工作职责</p> <p>Expected Result 预期成果</p>	<p><u>Maintain Customer Relationship</u> 客户关系维护</p> <p><i>The Client development and management ask for clear processes for identifying, pursuing, and closing leads. Regular meetings with clients, sharing information/thoughts with the line manager and other stakeholders, and uses tracking procedures to measure performance.</i> <i>客户开发及管理有清晰的定位、跟踪和结束流程。定期举行会议，与公司相关其它部门人员共享项目信息及想法。利用项目跟踪系统来进行绩效评估。</i> <i>To achieve this objective the following will be required:</i> <i>为达到上述目标需做到如下几点：</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop new client relationship and maintain existing customer relationship. <input type="checkbox"/> 开发新客户并维护老客户的客户关系。 <input type="checkbox"/> Involve in requirements analysis and evaluate presentation process impacts on customer experience. <input type="checkbox"/> 参与客户需求分析，能够评估公司宣传对客户所产生的影响。 <input type="checkbox"/> Coordinate all aspects of show attendance, including pre and post-show to ensure that potential clients are invited, new clients are acquired, and follow-up occurs for both. <input type="checkbox"/> 协调各方参展人员，包括展会之前和之后。确保邀请潜在客户，获得新客户，并对两种客户都进行持续跟进。
4.	<p>Key Task 主要工作职责</p> <p>Expected Result 预期成果</p>	<p><u>Follow Up Marketing Events</u> 协办公司市场活动</p> <p><i>ACC regularly attends trade shows, exhibitions, and other events that result in direct investment opportunities and measurable benefits for the company.</i> <i>ACC 定期参加一些商业展览、展会和其它活动，为公司带来直接投资机会和重大利益。</i> <i>To achieve this objective the following will be required:</i> <i>为达到上述目标需做到如下几点：</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify and recommend events such as trade shows, exhibitions, and other public gatherings for ACC to attend. <input type="checkbox"/> 发现并推荐 ACC 参加如商业展览，展会等其它公共活动。 <input type="checkbox"/> Work with the rest of departments to develop trade show promotional materials, including a booth and other related materials, if necessary. <input type="checkbox"/> 与部门其它同事合作准备展会所需宣传资料，包括展台和其它相关材料。 <input type="checkbox"/> Coordinate with colleagues of other department to ensure smooth implementation of all works. <input type="checkbox"/> 与公司其它部门同事保持良好沟通，配合各项工作的顺利开展

I have read this job description and fully understand and am agreeable to undertaking the duties and responsibilities as outlined.

我已经阅读了此工作职责说明并且完全领会该旨意，我同意承担上述的职责和责任。

Signed: _

签字：

Date _

日期：

Person Specification**任职要求**

Education and skills required: 学历及技能要求:	
Education: 学历 Essential: 基 本 Desirable: 优 先	Bachelor degree or above 本科或以上 MBA is a plus MBA 优先
Special skills: 特殊技能 Essential: 基 本 Desirable: 优先条件	Good communication and people skills 具有良好的沟通能力和人际交往能力 Positive and enthusiastic; ability to work independently 具备业务开发的积极与热情，能够独立开展工作 Persuasion and negotiation skills 具备基本谈判技巧 Flexibility to travel to other offices and sites as necessary to fulfill duties 能灵活安排出差前往其他公司、办公室或项目所在地来履行个人工作职责 Highly sensitive with market changes, and ability to collect market information through all available channels 对市场变化具有高敏感度，有能够通过不同渠道获得有用的市场开发信息 Ability to analyze markets and trends 具备一定的分析市场以及未来趋势的能力 Willingness to identify and discontinue activities that are low-probability 能够判断并且终止成功率较低的业务活动 Fluency in written and spoken English 具有流利的英语写作与听说能力 Familiar with office automation equipment 熟悉办公自动化设备的应用
Professional qualifications: 专业资格 Desirable: 优先条件	Knowledge or experience in photovoltaic power generation is a plus 了解光伏发电或有光伏行业经验优先
Experience required: 工作经验要求 What type: 标准 For how long: 工作时长	EHS, Sourcing or BD role in MNC. 在跨国企业从事 EHS，采购或者业务开发职位 At least 5 years 至少 5 年工作经历
Prepared by: 申请人： Date: 日期：	Approved by: 审核人： Date: 日期：