

## Job Opening

# Chinese-speaking Junior or Mid-Level Consultant for China Consulting Team in Berlin

Part-time or full-time • Entry date flexible  
Workplace in Berlin Mitte / Kreuzberg + Home office

June 25, 2022

MFC (Marianne Friese Consulting GmbH) is a China Consulting Company with an international team in Berlin and Beijing. We advise and support European businesses and organizations in their strategic cooperation with China. Our tailor-made services in the areas of China insights, strategy, and projects are based on profound China knowledge and experience paired with a hands-on solution-oriented approach.

The multilingual team of China experts at MFC has a strong track record in research, strategy development, and international project management. Since 2005, MFC successfully worked with numerous global brands and corporations bridging their needs across different markets and cultures and realizing their projects or business opportunities in China.

## Join our Team in Berlin

We are looking for a Chinese-speaking (native level) colleague for our team in Berlin to support our client projects as well as our business development.

This position can be filled by a consultant with some work experience in international business consulting, project management, and/or China analysis or advanced students or recent graduates with a motivation to learn and grow quickly within our organization. Most importantly, the cultural fit to our dynamic and professional team and a strong motivation to grow together with us will be key to our future success.

Our "office" is at the betahaus, a co-working space near Checkpoint Charlie where we meet as a team at least once a week. Hence, everybody delivers his / her tasks within flexible working hours from there or from home on all other working days.

## What you will do:

- You will conduct research and analysis on diverse China-specific topics (in Chinese and English).
- In close cooperation with the team, you will develop strategic and operational solutions for our clients.
- You will prepare reports and presentations for our clients and cooperation partners.
- You will coordinate our or our client's work and communication with service providers in China.

- You will support the team with the translation of documents, presentations, meeting minutes etc. (English-Chinese, Chinese-English).
- You will support and interpret (English or German – Chinese) in online and offline meetings between Chinese and German / European clients or cooperation partners.
- Based on the level of previous experience, you will take on responsibility for your own work packages and ensure all operating processes run smoothly.
- Based on the level of previous experience, you will handle direct communication with clients and cooperation partners.
- You will participate in our business development in your own specific way – for example by adding your personal strength and expertise to our service portfolio, by taking our social media presence to next level, by contributing your creative ideas to our business development, by supporting the renewal of our website, or even by starting a new cooperation.

### Who we are looking for:

- You are a graduate or advanced student in economics, social sciences, area studies or another relevant subject.
- You have professional writing and communication skills in Chinese and English, German is a plus.
- You are familiar with the Chinese and German (working) culture.
- You have an understanding of Chinese economics and politics.
- Building bridges between China and Europe and supporting smart and effective international cooperation sounds like your dream job.
- You are proficient in all major Microsoft programs (especially Word, Excel, Power Point, MS Teams and Outlook).
- You perform with confidence and reliability in a fast-paced and flexible work environment.
- Your self-organized and solution-oriented work style is outstanding.

### Add-ons (for mid-level consultant)

- You have international business consulting, project management, and / or China analysis experience.
- You have experience of working in Chinese as well as German cultural environments.

### What you will find:

- Multifaceted and dynamic work process
- The opportunity to develop and grow with our organization

- Working in an international trans-continental team with strong team spirit
- An informal, collegial, and dynamic working environment
- The opportunity to add your ideas and to develop fast
- Appropriate remuneration based on qualification
- Flexible working hours in coordination with the team
- A workplace in a co-working space in Berlin Mitte, incl. community events and other membership perks
- Corporate benefits such as job ticket, reduced Urban Sports Club Membership, Business Bike Leasing – depending on role and track-record with the company

### Did we spark your interest?

Please send your full application documents (English, in one PDF), including letter of motivation, CV, relevant degrees and certificates, and min. 1 reference to Anja Ketels:

[anja.ketels@m-f-consulting.com](mailto:anja.ketels@m-f-consulting.com).

We will review applications on a rolling basis and close the job opening as soon as we have found the ideal person to join the team.

If you have any questions, please send an email to Anja, and state your phone number, so we can call you back if needed.