



# Project Consultant for Corporate Department Description and Benefits Package Outline

This is a full time permanent position with potential for growth.

**About us:** As China's leading adult English education provider, we are seeking a new project consultant to join our expanding corporate team.

Our corporate department in Beijing provides business focused English training and business skills training to some of the world's largest multinational companies.

Our mission is to provide the highest levels of service and quality, while being flexible and innovative enough to offer creative solutions for high-end clients.

**Job Brief:** As a project consultant (PC) you will design and implement business English or business skills courses to the client's specifications. This will mainly involve one on one classes but may include group classes, workshops and sales demonstrations as well.

You will report directly to a senior project consultant and will need to coordinate with clients and their HR departments, as well as our sales department and other PC's. Due to the nature of our clients all courses must be planned and implemented to the highest standard. This means that our PC's spend on average 3 hours per day teaching with the rest of the time spent planning, preparing, providing feedback and travelling.

## **Duties include:**

- Designing innovative courses that achieve our clients goals using our superb range of materials
- Co-ordinating with HR departments and clients to discern their specific goals
- Creating well-structured and professional presentations
- Delivering classes one to one or on-site at a company/institution for multiple students
- Managing a student's learning growth to ensure every class builds holistically
- Delivering corporate training to the highest standard with the utmost professionalism
- Providing standardized feedback reports after every class
- Preparing fully for every class as the course structure dictates
- Co-ordinating with other teachers using our computer system to ensure that every student specific weaknesses can be improved and previous work reviewed
- Supporting the sales department by providing sales demonstrations, client visits and custom learning proposals
- Supporting our Corp-Centre if and when needed.
- Attending training to maintain the highest standards and ensure continual improvement

## Skills:

- **Course design:** Experience in effectively designing courses to attain required results
- **Business knowledge:** previous business experience or a business related qualification is preferred
- **Pearson products:** a working knowledge and teaching experience of Market Leader and Speak-out/Top notch or possess an aptitude for learning quickly
- **Public speaking skills:** the confidence, ability and experience to communicate effectively to large groups of people
- **Teaching ability:** a number of years of experience teaching adults including business English classes (email writing, meetings, negotiating, management skills, etc.), preferably with both one on one and group classes

## Competencies:

- **Independence and teamwork:** the ability to work independently on your own projects at times in a foreign country, while at other times working with a diverse range of colleagues
- **Consultation:** the ability to provide advice to colleagues, managers, sales staff and other stakeholders effectively and intelligently
- **Creativity:** the ability to creatively solve problems and design innovative courses to achieve the client's goals
- **Communication:** ensuring you can exchange information and convey understanding with employees, management, and other stakeholders
- **Professionalism:** presenting a professional appearance along with a caring and professional attitude to clients at all times

## Candidate profile:

- A university degree holder
- TEFL/CELTA qualified
- Relevant teaching experience
- Business knowledge or experience preferred
- An excellent or unique skill set

## Benefits:

A highly competitive salary with a large achievable bonus for working the average number of hours, as well as a working visa, healthcare, a travel and mobile phone allowance, a Beijing living allowance, flight reimbursement, and bonuses for successful sales demonstrations and client contract renewals.