

IACMR Job Announcement
Administrative Officer

The International Association for Chinese Management Research (IACMR) invites applicants for the position of Administrative Officer. Since its founding in 2002, IACMR has completed its 8th year and successfully held its 4th biennial conference, most recently in Shanghai. The association's journal, *Management and Organization Review*, is an SSCI-listed journal with an international reputation for its Chinese management research focus. Given the rapid growth of the association and the need for sustainable development, we are hiring one full-time professional manager to oversee its operations. This person will be located at the IACMR China office in the Guanghua School of Management, Peking University in China and will have overall responsibility for managing the association's ongoing activities (such as membership management, communication, development, website maintenance, and the preparation of the bi-annual conference and research methods workshops). The Administrative Officer will also supervise three to four staff personnel and will support the work of elected officers and other volunteers located worldwide. Applicants are invited to review the information about the association on www.iacmr.org before submitting the application.

Successful applicants will possess the following qualifications: excellent English and Chinese communication skills, both written and oral; administrative and management skills; website maintenance skills; a minimum of ten years of full time work experience in commercial, public non-profit or academic institutions. This person should be capable of working independently with initiative, and hold an MBA or Master's degree in management, English, psychology, sociology, or related fields. Interested applicants with the requisite qualifications are welcome to submit an application that includes the following materials: a) a letter expressing the reasons for interest in the position, b) a resume in both English and Chinese detailing past work experience, and c) samples of both English and Chinese business writing. Please email these materials to Selina Zhu at: iacmrhj@pku.edu.cn, being sure to specify the position title (Administrative Officer) in the subject field. The position will remain open until filled.

中国管理研究国际学会（IACMR）招聘行政經理

中国管理研究国际学会（IACMR）诚邀海内外杰出管理人才加入團隊。学会自

2002 年成立以来，历经八年发展，已成功举办四届大型年会。学会的期刊-《组织管理研究》(MOR) 已经被正式收录於美国科学信息协会 (ISI) 的 “社会科学期刊索引” (SSCI)，同时成爲中国管理研究的重要學術刊物，享有高度的国际知名度。由于学会逐年成長，考量未來健全發展，我们計劃招聘一位專業行政经理，全面负责学会日常行政事务，统筹安排学会发展相关工作；指導 3-4 位行政同仁，並對學會選任幹部提供支援。內容包括：会员管理，会员组织发展；学会网站建设、网络维护；学会双年会及研究方法工作坊的筹备等等。本職務的辦公地點位於學會在中國的辦公室，亦即北京大學光華管理學院。有意者請先至本會網頁瀏覽，以對本會有初步了解：www.iacmr.org。

任职资格：具有出色的中英文阅读、写作和口头表达水平；丰富的行政管理经验、熟练电脑操作的技能；有一定的网络维护、管理技能；能够积极主动地从事独立性较强的工作；具有 MBA 或管理、英语、心理学、社会学或相关专业的硕士学位（及以上）；應有 10 年以上在商管、非營利或學術機構的工作經驗。歡迎符合資格人士把應徵信，詳列工作經歷的中、英履歷，以及中、英文寫作樣件，寄到 Selina Zhu 的郵電地址：youxj@gsm.pku.edu.cn 及 iacmrhj@pku.edu.cn。在邮件主题栏中需注明应聘的职位。本職務即日起徵求申請函件，至適當人士獲聘爲止。