

**Title: Business Development Assistant**

职位名称：业务拓展助理

**Location: Shanghai**

工作地点：上海

**Position Overview 职位概述**

This role supports the Business Development function through hands-on analysis, market research, project coordination and day-to-day communication. Working closely with the Business Development Manager, internal teams and external partners, the position contributes to business initiatives, industry engagement and market-related activities.

该职位角色通过实践分析、市场调研、项目协调及日常沟通，为业务拓展职能提供支持；并与业务拓展经理、内部团队及外部合作伙伴紧密协作，共同推进业务计划、行业合作及市场相关活动。

The role has a strong focus on business development activities in the automotive market. Prior exposure to the automotive industry will help the candidate better understand customer needs, market dynamics and industry structures. Through structured analysis and reliable execution, the position supports informed decision-making and the smooth implementation of business development priorities.

该职位角色聚焦于汽车市场的业务拓展活动。汽车行业的从业背景将有助于候选人更深入地理解客户需求、市场动态及行业结构。通过系统化分析与可靠执行，该职位将为决策提供有力支持，确保业务发展重点的顺利实施。

**Job Responsibilities 工作职责**

- Collect, organize and analyze customer and market data to support business development activities and decision-making.  
收集、整理与分析客户及市场数据，为业务拓展及决策提供数据支撑。
- Conduct market and customer research, including industry trends, competitor landscape and customer needs, with a focus on the automotive sector.  
开展聚焦于汽车领域，并涵盖行业发展趋势、竞争格局及客户需求的市场调研。

- Support the preparation and coordination of meetings, industry events, workshops and internal projects to ensure smooth execution.  
协助筹备协调各类会议、行业活动、专题研讨会及内部项目，确保各项工作高效执行。
- Assist in communication and coordination with internal teams, partners and customers, including meeting follow-up and documentation.  
协助内外部团队、合作伙伴及客户的沟通协调工作，包括会议事项跟进及文件归档。
- Prepare clear and professional reports, presentations and briefing materials for internal and external use.  
撰写逻辑清晰、专业规范的内外部报告、演示文稿及简报资料。
- Support day-to-day business operations, track tasks and timelines, and provide timely updates and follow-up.  
支持日常业务运营，跟进任务进度并及时更新信息。

## **Job Specifications**

### *Education 教育背景*

- Bachelor's degree or above.  
本科及以上学历

### *Skills 技能*

- Solid Excel skills (e.g. pivot tables, formulas, charts) with the ability to structure data and derive clear insights.  
熟练掌握 Excel 办公技能（数据透视表、函数、图表等），具备梳理数据结构与专业洞察的能力。
- Confident use of PowerPoint and Word to prepare structured presentations and professional reports.  
熟练使用 PowerPoint、Word 办公软件，可制作整套演示文稿与报告。
- Good business English, both written and spoken, for emails, documentation and meeting support.  
具备良好的商务英语读写及口语能力，可胜任英文邮件、文件处理及会议支持工作。
- Strong ability in data collection, market research and information structuring.  
具备较强的数据收集、市场调研及信息整合梳理能力。
- Good time and task management skills, with attention to detail, accuracy and reliability.  
具备良好的时间与任务管理能力，注重细节、精准度与工作可靠性。

**Personal Attributes 核心素质**

- Reliable, structured and detail-oriented working style.  
工作严谨可靠、条理清晰、细致认真。
- Team-oriented mindset with a willingness to support others and contribute through execution.  
团队为导向，具备良好的意愿支持配合团队工作。
- Curious, proactive and willing to learn, with the ability to work efficiently in a multi-task environment.  
具备好奇心与主动学习意识，积极进取，能够在多任务并行情况下高效工作。

**Industry Background & Experience (Important) 行业背景与经验 (重要)**

- Background in the automotive industry is strongly preferred, with a good understanding of the automotive market, value chain and key players.  
优先考虑具备汽车行业背景，熟悉汽车市场、产业链结构及核心企业的人选。
- Initial experience in business support, market analysis, project coordination or customer-related roles is a plus.  
具备业务支持、市场分析、项目协调或客户相关岗位工作经验者优先。
- Willingness to accept occasional domestic travel for meetings, industry events or customer-related activities.  
能够接受因会议、行业活动或客户相关工作需要进行的国内出差。

如果您对该职位有意向，请投递简历至邮箱: [hr@vdachina.com.cn](mailto:hr@vdachina.com.cn)

**Our BJ office address is as follows:**

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**Our SH office address is as follows:**

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