

Title: Quality Committee & Working Group Coordinator

Location: Shanghai / Beijing

Job Responsibilities

- Coordinate the daily operation and alignment of Quality Management Committee (QMA), Working Groups and Project Groups in China.
- Support the preparation, organization and follow-up of committee meetings, workshops and technical activities, including meeting documentation, action tracking and cross-functional coordination.
- Coordinate collaboration with Chinese and German organizations, industry partners and standardization organizations, supporting relationship building and effective communication among stakeholders.
- Coordinate cross-departmental, Sino-German, and multi-stakeholder collaboration for standard formulation and revision, maintain close cooperation with Sino-German Industry partners, Institutions and related bodies.
- Support VDA QMC China conferences, committee meetings and other industry events.
- Work closely with the Business Development Manager and General Manager on committee management, strategic initiatives and cross-functional projects.
- Collaborate closely with our Senior Quality Managers and technical Experts on new standards & guidelines for latest topics, such as Automotive AI, Software, Cybersecurity, Compliance, Conformity.

Job Specifications

- Bachelor's degree or above, preferably in Engineering, Automotive, Electronics, Quality Management or other related disciplines.
- 2-5 years' experience in project coordination, quality management or the automotive industry.
- Candidates with automotive industry knowledge, VDA Standards Qualification and experience in industry associations, standardization organizations or technical committee coordination are preferred.
- Automotive / Technical / Quality background is needed, with the ability and willingness to understand technical discussions in committees and working groups and effectively coordinate related activities.
- Strong organizational and project coordination skills, with the ability to manage multiple tasks efficiently.

- Excellent communication skills in Chinese and English (written and spoken). Proficiency in German shall be desirable.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint).
- Good presentation and stakeholder communication skills.
- Reliable, structured and logic-clear working style.
- Be open-minded and initiative, with strong motivation. Strong interest in stakeholder engagement and collaboration with industry partners and standardization organizations.
- Team-oriented mindset with a willingness to support others and contribute through execution.
- Curious, proactive and willing to learn, with the ability to work efficiently in a multi-task environment.
- Willingness to accept occasional domestic travel.

Career Development

- This position is designed as a long-term development role, offering the opportunity to gradually take on broader responsibilities in committee coordination, industry collaboration and strategic initiatives as experience grows.
- This role also offers the opportunity to help shape the future of automotive standards and to work at the interface between established vehicle manufacturers from Germany and China, as well as new tech players and regulatory bodies in China.

If you are interested in this position, please submit your CV by E-mail to the address of hr@vdachina.com.cn

Our BJ office address is as follows:

北京市朝阳区东方东路 19 号 DRC 亮马桥外交办公大楼 1 座 5 层 0505P/Q

Unit 0505P/Q Tower 1, DRC Liangmaqiao Diplomatic Office Building, No.19 Dongfangdonglu, Chaoyang District, Beijing

Our SH office address is as follows:

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