

## **TRADE RELATIONS OFFICER: CHINA**

### **Local recruitment in China**

An exciting opportunity exists for a Trade Relations Officer to join our Tourism Execution team in China. This position reports to the Head Asia Pacific Hub and supports the Trade Relations Manager China. If you possess the required skills, experience, and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

#### **Key Outputs:**

- Implement trade strategy as per the business plan for the hub
- Implement trade strategy according to set guidelines and procedures
- Assist Trade Relations Manager in implementing the in-country trade marketing plan
- Report on retail contacts weekly
- Handle trade enquiries according to guidelines by Trade Relations Manager
- Ensure all information is sent to trade according to set standardised communications
- Assist Trade Relation Manager to organise and execute trade fam trips, file required documents
- Manage JMA contracts, collect reports quarterly, and trace contract executions monthly
- Distribute information monthly to in-market trade and trade partners on assigned digital platforms
- Report on monthly trade communication
- Ensure SA Specialist content is 100% accurate
- Support SA Specialist enquiries
- Execute SA Specialist marketing opportunities to set guidelines by Trade Relations Manager
- SA Specialist training when needed
- Establish and maintain relationships with travel trade
- Ensure database with contact details is continuously kept updated
- Communication updates sent to trade timeously
- Support trade activations and business event development
- Travel and logistics management, including travel plans, event venues, dairy management, and annual trade activations calendar management
- Manage status of SA stakeholder applications

### **Qualifications and Experience**

- Diploma or Bachelor's Degree in Trade Relations/Marketing/Communications qualification or the equivalent
- At least 3 to 4 years working experience in Trade or Marketing, or related field
- Travel and Tourism experience would be beneficial
- Chinese Citizens Only

Visit us @ [www.southafrica.net](http://www.southafrica.net)

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Detailed CV to be sent to : [tourismexecution@southafrica.net](mailto:tourismexecution@southafrica.net)

Closing date : **22 April 2026**

**Should you have not heard from us within two weeks after closing date, kindly consider your application unsuccessful.**

**No late applications will be accepted.**