



**NBBJ** is a global architecture, planning and design firm that helps companies and organizations create innovative places around the world. NBBJ's culture and design methods have attracted the attention of Fortune 500 companies, leading public and civic organizations worldwide. The firm has a long-standing history of transformational, "green" designs and is dedicated to actively pursuing sustainable solutions that contribute to a more livable world. With 750 professionals in six national and six international offices, NBBJ consistently ranks among the U.S. top five and the world's top 15 largest architectural firms.

NBBJ Architectural Consulting (Shanghai) Co., Ltd., a wholly foreign owned enterprise (WFOE) of NBBJ, is now interviewing for the following positions in Shanghai. Please email your resume and work samples to [HRShanghai@nbbj.com](mailto:HRShanghai@nbbj.com). Physical copies must be mailed to Suite 2201, Wheelock Square, West Nan Jing Road, Shanghai, 200040, China. Please be sure to identify which position you are applying and associated salary preferences. For more information about NBBJ history, projects and overall design culture, please visit [www.nbbj.com](http://www.nbbj.com).

### **MARKET SPECIALIST – ASIA REGION NBBJ – Shanghai**

The Regional Market Specialist works directly with the Regional Market Leaders and the Asia Core Team in the development and execution of NBBJ's Asia marketing. This role is a part of the Markets team in Shanghai but requires collaboration with market leadership around the firm. This position will leverage firm wide resources to enable firm wide success of the Asia practice through the development of marketing collateral. The ideal candidate will possess strong communication, problem solving and organizational skills. Excellent graphic design and project management skills are required.

#### **Qualities Desired:**

- Desire to work in a highly collaborative creative environment
- 3 + years of experience in the marketing and/or architecture/design profession is desired
- Exceptional writing, editing, project management and research skills
- Bachelor's Degree in Marketing/Communications or related field is desired
- Must excel in Adobe Suite, InDesign, with an eye for detail
- Possess a clear understanding of Asian culture and business practices
- Bilingual speaking and writing skills in English and Mandarin are required

#### **Responsibilities Include:**

##### **Proposal, Statement of Qualifications, and Interview and General Production Support**

- Proposals, qualifications & brochures - write, gather images, and produce work in collaboration with Regional Market Leaders and the building type Market Managers
- Interviews/Presentations - preparation and support, ensure quality of overall message
- Project Plates - assist with writing and image selection, ensure consistency
- Collect and enter project data, and project message and project story
- Résumés – Establish and implement a consistent process for updating studio resumes
- Update standard narratives and NBBJ data information, as needed or requested
- Administrate and manage data quality control in lead/prospect tracking (includes firm wide tools)
- Collaborate with Regional Market Leaders and building type Market Managers and Image Team to develop photography needs
- Collaborate with Communications to develop collateral material and PR awareness
- Collaborate with Communications to identify and prepare market-specific award submittals
- Lead in the discovery of market specific research
- Manage market specific mailing lists
- Miscellaneous marketing requests, journal ads, conferences, event requests – provide support and coordination