



We are hiring BD Manager (Base 15k-20k x 12 Months + Commission)

Work Location: Jingan District, Shanghai

Company Introduction

Acadia Advisory Group is a China focused professional services firm, providing market entry advisory, accounting, tax, human resources and business outsourcing services to international investors. Operational throughout China, our mission is to guide foreign companies through China's complex regulatory environment and assist them with all aspects of establishing, maintaining and growing their business operations in the region.

Acadia Advisory Group 是一家专注于中国的专业服务公司，为国际投资者提供市场准入咨询、会计、税务、人力资源和业务外包服务。我们在中国各地开展业务，我们的使命是引导外国公司通过中国复杂的监管环境，并在各个方面协助客户在中国建立、维持和发展业务。

Join Acadia, and you will work with a dynamic, international team serving clients from around the world. Beyond our one-stop solutions (company setup, tax compliance, HR, fund services), we offer you a platform to grow quickly, expand your network, and unlock your full potential. As part of our Business Development team, you will play a key role in building client relationships, driving new opportunities, and strengthening Acadia's presence in the international business community.

Key Responsibilities:

What You'll Do

Client Development & Outreach

- Identify and develop new business opportunities with foreign-invested companies and startups
- Promote our one-stop service offerings (setup, tax, accounting, HR, fund services) through both outbound and inbound channels
- Prepare and follow up on proposals and quotations, in collaboration with internal consultants
- Coordinate with internal teams to ensure smooth onboarding and ongoing client communication

Partnership & Branding

- Build strong relationships with chambers of commerce, industrial parks, law firms, relocation consultants, and other strategic partners
- Attend industry events, seminars, and networking activities to increase brand exposure and generate leads



- Assist in promoting Acadia's insights through LinkedIn, whitepapers, and co-hosted events with partners

Market Intelligence & Feedback

- Gather client and market feedback to support our marketing and service teams in refining offerings
- Keep track of regulatory trends and competitor activities relevant to foreign businesses in China

Who We're Looking For

- Bachelor's degree or above
- Fluent in English, with strong cross-cultural communication skills
- Strong communication and sales skills
- Proactive, detail-oriented, and able to manage multiple tasks
- Comfortable working independently and cross-functionally
- Confident using MS Word, PowerPoint, and Excel

What We Offer

- Transparent performance incentives and client referral bonuses
- Supportive and collaborative team culture
- Exposure to international clients and cross-border business
- Flexible work arrangements possible

Benefits

- ✓ Company social insurance and housing fund
- ✓ Supplementary medical insurance including the children of the employees
- ✓ Flexible shift working hour arrangement
- ✓ Company paid annual leave
- ✓ Variable team building activities

Contact Details:

Please send the resume at jenny.chen@acadiaadvisory.com