



China Operations Manager Job Description

About Soap Cycling

Soap Cycling is an exciting and growing Hong Kong based charity focused on reducing the number of deaths from poor sanitation. We collect lightly-used soap from hotels, process it with the help of volunteers, and work with NGOs to distribute the soap throughout Asia.

Soap Cycling was the first organization of its kind in Asia, and is operated largely through student volunteers. Last year, we established a facility in Shenzhen and are looking to hire someone to help lead our China expansion.

Job Summary

This is a terrific opportunity for an energetic and committed person to really learn how to lead and grow a young organization. Soap Cycling already has an established brand and business model in Hong Kong. The China Operations Manager will be given great liberty to take our mission into China, and grow it as expansively as possible. The social impact that will be generated from this position will be extremely significant.

The China Operations Manager for Soap Cycling will lead all aspects of Soap Cycling's operations in China. He/She will maintain and expand our hotel partner base, manage China-based logistics for soap collections and distributions, and manage our China warehouse. He/She will also have the opportunity to establish partnerships with NGOs for downstream soap distribution, managing relationships with such NGOs, and on occasion to work with public health and NGO partners to devise and implement appropriate sanitation solutions. In addition, he/she is responsible for managing various communications and administrative tasks relating to Soap Cycling's operations in China.

Reporting to the General Manager, this position is a full-time position based on 40 hours/week. The job will be based out of Hong Kong, but will require frequent travel into the Guangdong area, particularly Shenzhen.



Job Duties

As Soap Cycling's inaugural China Operations Manager, you would establish policies and processes that ensure the scalability and sustainability of Soap Cycling in China. You would also govern the collection of soap and its distribution to identified beneficiaries at a significant rate, while minimizing the organization's environmental footprint and operational cost.

Her/his primary duties will include:

1. Maintaining relationships with existing hotel and corporate partners, and developing new hotel and corporate partners
2. Establishing and monitoring policies for soap collection and distribution
3. Maintaining our China warehouse and ensuring safety and professional state of the facility, machinery, and equipment, with a particular emphasis on safety of both employees and volunteers.
4. Assisting the Board and Hong Kong team in implementing fundraising strategies and programs in China
5. Establishing programs for recruiting and implementing volunteers for our China operations

What we need

1. Energy, intelligence, and passion. We are looking for people who are willing to hustle and work hard for the betterment of society.
2. Proficiency in written and spoken English, Putonghua and Cantonese.
3. University graduate holding a degree. Retirees are also welcome to apply.
4. User of Office suite (Word, Excel, PowerPoint)
5. Organized, flexible, and willing to work independently
6. Willing to travel to China (not limited to Shenzhen)



What you can gain

1. Help grow an early-stage charity into a potentially huge new market. This position is going to generate significant social impact.
2. This position is a unique opportunity to develop leadership skills, creative problem solving skills, and time management skills.
3. This position will provide frequent opportunities to meet and collaborate with corporate leaders in both Hong Kong and China.

How to apply:

Please send your cover letter and resume via chinaexpansion@soapcycling.org before **April 28**.

For more information about Soap Cycling:

Website: www.SoapCycling.org

Facebook: <https://www.facebook.com/SoapCycling/>

Instagram: [instagram.com/soap_cycling](https://www.instagram.com/soap_cycling)

Wechat: 再皂福SoapCycling

Weibo: 再皂福SoapCycling