

## **Program Manager Job Requirements**

### **CII Company Overview**

Chicago Institute of Investment (CII) works with professionals and organizations in the U.S. finance industry to create customized seminar programs, webinars, and publications in the areas of market operation and financial instruments trading strategies.

### **Position Overview**

The Program Manager is responsible for analyzing customers' needs, designing projects, and managing training activities. This person will be accountable for the development and implementation of training strategies, plans, and processes to support organizational goals.

**This position requires bilingual in Mandarin and English.**

### **Qualifications**

- Bachelor's degree or above, concentration in Finance related major, with overall GPA 3.5 or above.
- 1-3 years of working experience in finance related industry.
- Preferred additional experience: project management, educational program design, event planning, conference interpretation (Mandarin & English), customer service.
- Working authorization in the U.S.

### **Essential Functions:**

- Collect and analyze customer needs, design training programs, and customize curriculum and agenda to meet the customers' requirements.
- Generate training program budget, control the budget with an ongoing basis, and report detailed project expenses to supervisors.
- Draft program contract and negotiate with potential customers.
- Negotiate and coordinate with speakers, instructors, vendors, interpreters and strategic.
- Prepare program materials in both English and Mandarin Chinese, and assist trainees with learning process (finance related knowledge required).
- Control and monitor detailed project logistics.
- Collect and analyze clients' feedback. Summarize and report the program review.

### **Job Prerequisites:**

- Solid knowledge in financial markets, trading strategies, investment and asset management.
- Solid project management skills; ability to coordinate, prioritize and handle multiple projects simultaneously.
- Must be a very effective communicator with excellent verbal and written skills in both English and Mandarin Chinese. Translation and Interpretation skills highly recommended.
- Demonstrated leadership, strategic thinker with excellent organizational skills and time management.
- Detail-oriented with an ability to multi-task and consistently meet deadlines.
- Highly self-motivated and well-organized, capable of working under pressure, not afraid of challenges in order to grow and learn.

- Professional and always perform with best practice to vendors and clients;
- Ability to meet attendance standards. All full-time employees are required to work 40 hour per week. At times it may be necessary to work additional hours in order to get required tasks accomplished to meet deadlines. Occasional business trips are expected.
- Working knowledge of Microsoft Office and other work-related computer tools.

**Opportunities:**

Provide H1B visa sponsorship to qualified candidates.

**To Apply:**

Please submit your resume and cover letter to [info@chicagoii.com](mailto:info@chicagoii.com).