



Job Title: Head of Operations, China.

Job Brief:

Horus Music is a global audio and video digital distribution and label services company. We digitally distribute all kinds of music and music videos all over the globe, create opportunities for clients and can assist artists and labels with their playlisting and radio promotions. We are seeking an energetic and well connected person who is based in China who will grow our global operations.

Permanent

Hours of work are 37.5 hours per week.

35 Days per year annual holiday. (Inclusive of all public holidays)

Travel opportunities.

Based in the People's Republic of China

Salary: To be negotiated / Competitive.

Job description

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| Job title | Head of Operations, China. |
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|---------------------------|-------|
| Department/Section | China |
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| Main purposes of job: | |
|------------------------------|--|
| 1 | Manage our operations within China. |
| 2 | To build our profile within China. |
| 3 | Grow the client base and income streams. |
| 4 | Liaise with partners on a regular basis. |
| 5 | Plan and implement the business trajectory. |
| 6 | Promote the company when attending external events or speaking to leads. |
| 7 | As the business grows, build a team, manage the team and deal with HR matters. |

| Key tasks: You will be exposed to duties, which will be varied, and range from, but not limited to: | |
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| 1 | Grow and manage our customer base within China. |
| 2 | Work closely with our Chinese partners, managing all aspects. |
| 3 | Develop and execute strategies to build our client base in China. |
| 4 | Create and manage strategies to drive sales trajectories within the territory. |
| 5 | Seek opportunities for artists and labels. |
| 6 | Negotiate and manage contracts with clients and partners. |
| 7 | Ensure the business is adhering to the laws of China. |
| 8 | Liaise with local suppliers and professionals such as lawyers, accountants etc. |
| 9 | Keep the UK headquarters regularly updated with developing trends and news. |
| 10 | Work within budgets. |
| 11 | Hire local staff, ensure they trained and all adheres to head office quality control specifications. |
| 12 | Deal with human resource issues. |
| 13 | Set targets for staff. |
| 14 | Regular reporting and target setting with your line manager. |
| 15 | Maintain Horus Music's good name and reputation. |
| 16 | Keep up to date with music business, digital and marketing news. |

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|----|---|
| 17 | Work within the policies set by Horus Music. |
| 18 | Ensure accounting compliance. |
| 19 | Undertake any other relevant duties or reasonable requests. |

Key results/objectives:

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| 1 | Fast growth trajectory of the business in the territory. |
| 2 | High customer satisfaction. |
| 3 | Key performance indicators successfully met. |
| 4 | Develop professional working skills and efficiency. |
| 5 | Achieve goals set by your line managers. |
| 6 | To experience as much as you can helping you find your career path. |

Responsible for staff/equipment

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|---|--|
| 1 | Security of work files and any other reverent confidential content. |
| 2 | Logging hours worked accurately via our intranet or any other system the company may introduce or use. |
| 3 | Look and maintain equipment. |
| 4 | Deal with all HR matters. |

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| Reporting to: | Director Nina Condron. |
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All of the above can be subject to change as directed by Horus Music Global. In addition your line manager along with managers and directors at company HQ may request further and additional reasonable duties to be carried out all of which are to help you in your professional development and experience whilst at the company.

Personal Specification

| Qualification Criteria | Essential | Desirable |
|--|-----------|-----------|
| University student. | | ✓ |
| Studying music or marketing related degree or appropriate / qualification. | | ✓ |

| Skills/Competencies | Essential | Desirable |
|--|-----------|-----------|
| Love of music. | ✓ | |
| Ability to communicate in Mandarin Chinese. | ✓ | |
| Ability to communicate in English. | ✓ | |
| Interpersonal Skills | ✓ | |
| Problem solving. | ✓ | |
| Creativity. | ✓ | |
| Able to research. | ✓ | |
| Mac Literate. | | ✓ |
| Listening. | ✓ | |
| Excellent presentation skills verbally and in writing. | ✓ | |
| Planning. | ✓ | |
| Organisational. | ✓ | |
| Time Management. | ✓ | |

| Experience | Essential | Desirable |
|--|-----------|-----------|
| Music Industry experience of 7 plus years. | ✓ | |
| Team leading experience of 3 plus years. | ✓ | |
| Customer facing. | ✓ | |
| Digital music marketing. | ✓ | |

| Knowledge | Essential | Desirable |
|----------------------------|-----------|-----------|
| Music industry eco system. | ✓ | |
| Music trends and updates. | ✓ | |
| Music consumer behaviour. | ✓ | |

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| Knowledge of running a business. | ✓ | |
| Understanding of Chinese law. | ✓ | |
| Digital marketing trends and updates. | ✓ | |

| Personal Qualities | Essential | Desirable |
|--|------------------|------------------|
| Motivated. | ✓ | |
| Ambitious. | ✓ | |
| Open Minded. | ✓ | |
| Energetic. | ✓ | |
| Good listener. | ✓ | |
| Flexible. | ✓ | |
| Trustworthy. | ✓ | |
| Co operative. | ✓ | |
| Initiative. | ✓ | |
| Ability to work independently. | ✓ | |
| Can take instructions onboard quickly. | ✓ | |
| Attention to detail. | ✓ | |

