

Assistant Project Manager (China)

Quick look:

- **Position:** Assistant Project Manager (China)
- **Type:** Permanent, full time
- **Salary:** 200,000 - 300,000 CNY
- **Location:** Beijing, China
- **Contact:** jian.wan@proforest.net

Description

We are expanding our operations in China and are seeking a motivated, dedicated and well organised sustainability professional for the Assistant Project Manager role to support domestic project delivery and office operations across China.

About us

Proforest is a mission-driven organisation with a 25+ year track record of supporting the transition to sustainable production and sourcing of agricultural and forest commodities. We are a not-for-profit group with a global presence across Latin America, Africa, Europe and Asia, and work with governments, the private sector and civil society to deliver positive outcomes for people, nature and climate in the places agricultural commodities are produced. We combine technical excellence, partnerships and local knowledge to create lasting impact. In 2025, Proforest has set up Beijing Proforest Environmental Consulting Co.,Ltd (Proforest China) in accordance with the laws of P R. China.

About the role

Reporting to the Program Deputy Director of Proforest China, the position supports delivery of Proforest's domestic projects, consultancy services and office operation in China, responding to growing market demand for sustainable agricultural and forestry commodities including soy, beef, palm oil, timber, wood pulp, rubber, sugar, coffee, cocoa and others.

You will assist on projects and business development tasks related to agricultural and forestry sustainability, responsible sourcing and green supply chain management. Work includes supporting meeting organisation, desk based research, drafting supporting materials, assisting with project progress & finance reports, providing support for client policy advice, training and assessment activities tailored to stakeholder needs, as well as office administration and operation.

Key responsibilities



[\[proforest.net/#\]](#) deliver domestic projects and consultancy services for clients. This includes proposal writing, budgeting, project implementation, data collation and report writing.

- Assist business development activities: collate background research materials, compile stakeholder briefs, prepare presentation materials and support new project origination workflows.
- Keep up to date with key policy documents, industry trends and strategic developments related to sustainable management and responsible sourcing of forestry and agricultural commodities
- Supported office administration and daily operations, including banking transactions, account reconciliations, expense reimbursement processing, meeting coordination and minute-taking, travel arrangements, and contract workflow administration.

About you

You'll be passionate about what we do and, you'll thrive in an evolving, growing organisation and be excited to take on new challenges. You will also have:

- Bachelor's degree or above (qualification in a relevant discipline, e.g. natural resources management, agriculture, forestry).
- App. 3 years experience of working in, or closely with large companies, small and medium enterprises, regarding to sustainable agricultural and/or forestry supply chains, responsible sourcing or green procurement.
- Experience and/or knowledge related to sustainability standards and tools, auditing, and certification, in the context of natural resource management (forestry, agriculture), such as RSPO, FSC, EUDR, FPIC, HCV, etc.
- Excellent verbal and written communication skills in English and Mandarin including oral presentation and high-quality report writing.
- Demonstrates integrity and good team-player skills.

Key information

Location: Beijing, China

Hybrid working: Proforest operates on a hybrid basis. The role requires office attendance twice a week. We encourage staff to attend the office regularly to maximise interactions with colleagues and encourage collaboration, but we also appreciate individual circumstances and preferences. We'd expect more office attendance at the start of employment to enable a smooth induction.

Travel requirement: Travel within China and occasional international travel will be required.

Application Deadline: September 20, 2026

Salary: CNY 200,000 – 300,000/year

Other benefits: Five Social Insurances plus Housing Fund, paid annual leave (10-day annual leave for employees with less than 10 years of work experience, while 15-day annual leave for employees with 10-15 years of work experience)

We are committed to supporting diversity throughout Proforest globally, ensuring an inclusive environment where all individuals can thrive and therefore welcome applications from all.

To apply [click here](https://smrtr.io/BKnmr) [https://smrtr.io/BKnmr]

Contact: jian.wan@proforest.net



[\[proforest.net/#\]](https://proforest.net/#)

- [\[https://www.linkedin.com/shareArticle?url=https%3A%2F%2Fwww.proforest.net%2Fwho-we-are%2Fjoin-our-team%2Farticle%2Fassistant-project-manager-china%2F&title=Assistant%20Project%20Manager%20\(China\)\]](https://www.linkedin.com/shareArticle?url=https%3A%2F%2Fwww.proforest.net%2Fwho-we-are%2Fjoin-our-team%2Farticle%2Fassistant-project-manager-china%2F&title=Assistant%20Project%20Manager%20(China))
- [\[https://twitter.com/intent/tweet?text=Assistant%20Project%20Manager%20\(China\)+https%3A%2F%2Fwww.proforest.net%2Fwho-we-are%2Fjoin-our-team%2Farticle%2Fassistant-project-manager-china%2F\]](https://twitter.com/intent/tweet?text=Assistant%20Project%20Manager%20(China)+https%3A%2F%2Fwww.proforest.net%2Fwho-we-are%2Fjoin-our-team%2Farticle%2Fassistant-project-manager-china%2F)

Policy

Our regions

Contact us

Contact us: info@proforest.net

International Office: +44 (0)1865243439

[Join our team](https://proforest.net/who-we-are/join-our-team/) [proforest.net/who-we-are/join-our-team/]

[Newsletter sign up](https://proforest.net/newsletter-sign-up/) [proforest.net/newsletter-sign-up/]

[Press and media enquiries](https://proforest.net/news-and-events/press-and-media/) [proforest.net/news-and-events/press-and-media/]

© 2026 Proforest



[\[proforest.net/#\]](#)