

**Spare Leash**

[www.spareleash.com](http://www.spareleash.com)

**Position: Customer Service Manager**

**Description of Role**

Spare Leash is looking for a full time customer service manager to help build and lead the customer service team. This person will be assisting in the day-to-day bookings for pet owners and also help assisting pet sitters.

**Qualifications**

* Must have previous customer service experience
* Should have experience with management and leading a team
* Highly organized
* Write in English & Chinese
* Great communication skills
* Can manage stressful situations
* Pet Knowledge is a plus

**Language**

* Fluent English & Chinese

**Additional Information**

* Location: Jingan Temple, Shanghai
* Hours per week: 40 hours a week
* Start Date: Early October
* Minimum duration: 6 months
* Job compensation: 6000RMB

**Apply**

* Resume & a little bit about yourself and why you think you would be a good fit for this position

JD Guidelines:

* Please clarify the language skill requirements in the JDs so that we can decide which platform we shall put the JDs on.
* Salary: Interns for CA are unpaid, but you can decide whether to give stipend or not. The average market price in Shanghai is around RMB 100/day.

**Example**

**China Accelerator**

Chinaccelerator is the first and longest running startup accelerator program in China based out of Shanghai and run by SOSV. Chinaccelerator is the best place for seed to early-stage startups that have the potential to expand globally. So far, our 3-month accelerator program has taken 6 batches of extraordinary founders and propelled them to their full potential.

 [www.chinaccelerator.com](http://www.chinaccelerator.com)

**Position Title:**

Financial Analyst Intern

**Description of Role**

* Supporting our investment progress including: market research, identifying top early-stage investment prospects, modeling financials and cap tables, internal investment memo documentation, due diligence and analysis.
* You will attend fundraising meetings, and be counted on to provide insights and feedback as we meet new startups.
* The role is meant to be a 3month internship with potential future opportunities for exceptional performers.

**Qualifications**

* A track record that demonstrates exception persistence, resourcefulness and leadership in previous endeavors
* Plugged into and knowledgeable about the Asia tech startup ecosystem
* Strong communication and relationship-building skills
* Exceptional analytical and critical thinking skills
* Proven ability to self-motivate, hardworking and enthusiastic
* Demonstrates passion for technology and innovation

**Language**

* Fluent professional English is mandatory, Mandarin is additional credit

**Additional Information**

* Location: Jing’an Temple, Shanghai
* Hours per week: 25-40hrs/week
* Start Date: March 2017
* Minimum duration: 3 months
* Internship stipend: Unpaid

**Application Information**

* Application procedures: Send your Resume/CV to hr@ca.com and cc work@chinaccelerator.com
* Instead of a cover letter, please answer the following questions:

1. What are the 1-2 achievements you are most proud of?

2. What is one startup that most people think is a great business but you’re skeptial aout? Why?

We will be evaluating applications as they are submitted. Please submit only your resume and concise answers to the above questions;