

Job Title: Business Development Administrative Assistant

Responsibilities

- Provide support to the Business Development Team, including but not limited to :
 - Handle incoming sales enquiries from client
 - Provide logistic support in sales proposal and agreements – circulation, status tracking, filing etc.
 - Prepare reports , meeting material and minutes
 - Provide administrative support to BD team in daily operation
- Research information for business development planning, market potential/intelligence, trade information/network etc.
- Comply to procedures and KPI of in relation to BD Administration
- Take on assignments/ projects as assigned by supervisor
- Communicate and work closely within the team and cross-departments in the organization to ensure smooth operation and handshaking.

Requirements

- Degree holder in Tourism, Business or other related discipline.
- A good team player with positive and outgoing personality.
- Well organized, self-motivated, aggressive, customer-oriented, willing to learn and responsible.
- Good communications and interpersonal skills.
- Fluent in written and spoken English and Chinese including Mandarin.

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

Personal data collected will be used for recruitment-related purpose only.

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