

## **Job Title: Senior Officer, Business Development**

### **Responsibilities:**

- Achieve business objectives and sales targets according to the business priorities and strategies of the Company
- Compliance with Company policies and procedures related to event bookings and management
- Prospecting to new client account to bring in new leads or businesses including:
  - Concerts, corporate events, luxury brand launches, fashion shows, product launches, family entertainment events and public consumer shows
- Establish and maintain good relationship with clients and develop a sustainable network of customer base in order to achieve business objectives
- Display sensible judgment to best accommodate clients' needs while achieving business objectives
- Communicate and work closely with colleagues across the organization to ensure good planning, smooth handshaking and management of each event
- Responsible for other assignments when necessary
- Ability to work flexible schedules, including weekends, evenings, and holidays when necessary

### **Requirements:**

- Degree in Business, Marketing or Hospitality/Hotel and Catering Management
- Fluent in written and spoken English and Chinese; Fluency in Mandarin a plus
- Preferably with 1 year of relevant sales and commercial experience in event management, preferably in the MICE industry with event operations or venue management experience, and/or experience in public show or entertainment field
- Self-motivated and be able to demonstrate full ownership and accountability in assigned tasks / projects
- Diverse, flexible, organized and result-oriented, a good team player with strong drive to achieve sales target for the team
- Good communication, negotiation, problem solving, presentation and inter-personal skills
- Energetic, positive, and customer focused
- Ability to embrace the culture and core values of the Company

*Interested parties please send your full resume stating present & expected salary to HR Department by email to [hr@asiaworld-expo.com](mailto:hr@asiaworld-expo.com).*

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

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