

## **JOB DESCRIPTION**

**POSITION : BUSINESS DEVELOPMENT EXECUTIVE**

**DEPARTMENT : BUSINESS DEVELOPMENT**

**REPORT TO : SENIOR BUSINESS DEVELOPMENT EXECUTIVE**

### **Responsibilities:**

- Client Servicing: In charge of maintaining the social listening system & checking all the accounts to ensure no over limit data in the system and able to attend the clients' requirements by providing metrics/solutions.
- Check appropriate tagging with keywords in the system and to prepare weekly/monthly reports in a timely manner.
- To assist and support the Print Team (in-house) and superior on ad-hoc projects for certain projects when necessary.
- Responsible to build good rapport for the potentials and retainers by providing good services and solutions to clients.
- Achieve monthly target sales to ensure business growth and to generate new business opportunities by following up sales enquiries and to respond to clients' request (RFQ and RFP) promptly.
- Responsible in delivering presentation - product training or pitching through phone call or face to face meetings.
- To coordinate with subordinate on all sales order to be completed – check invoices and deliver services to clients.

### **Requirements:**

- Diploma/Degree in Mass Comm/Business/Statistic/IT or equivalent.
- At least 3 years working experience in the related field.
- High level of attention to detail and understanding of media analysis
- Proficient in Microsoft Excel and PowerPoint for data management and visualization.
- Possesses positive attitude, analytical skills and proactive.
- Must be able to work under pressure to achieve targets and deadlines.
- Proficient in written and spoken English & strong in communication and presentation skills.
- Core competencies: Customer service orientation, prioritizing, teamwork, planning and organizing.

### **Core Competencies:**

- Strong problem solving and analytical skills
- An understanding of profitability analysis
- Ability to prioritize projects and initiatives
- High level of attention to detail
- Communication skills - written and verbal
- Problem assessment and problem solving
- Customer service orientation
- Planning and organizing
- Prioritizing
- Teamwork