



In the business of
building businesses

招聘 | 励展国际销售部招贤纳士（北京/上海/深圳）

励展博览集团国际销售部(Reed Exhibitions International Sales Group) 有着良好的、互动的工作环境可以激发每一位员工的主动性和创造力，并帮助他们释放对事业的能量与热情。公司致力于通过辅导、培训和经验传授等形式使其员工不断进步和发展。

如果您对以下工作机会感兴趣，还等什么？
快来加入我们吧！

#Sales Manager

Job Title: Sales Manager

Reporting to: Industry Cluster Leader/Sales Director

Location: Beijing/Shanghai/Shenzhen, China

Key Responsibilities:

- ◆ Achieve revenue and other commercial goals and targets.
- ◆ Develop and work with multiple contact points within client organizations and navigate both formal and informal structures.
- ◆ Identify opportunities for upselling and cross selling suitable, high value, products and events.
- ◆ Use a value led, consultative sales approach to gain a deep and accurate of client organisations' business needs and to make appropriate recommendations for solutions to meet them.
- ◆ Develop comprehensive, value led sales proposals which define the solutions proposed to the client.
- ◆ Work with internal partners to develop new solutions and products to deliver customers' needs.



- ◆ Maintain an understanding of show strategies and incorporate these into personal sales plans.
- ◆ Maintain an understanding of relevant market sectors and use this to inform sales plans and identify commercial opportunities.
- ◆ Maintain accurate data in CRM (Salesforce).
- ◆ Prepare accurate and timely business reports as required.
- ◆ Develop and maintain a network of influential industry contacts.
- ◆ Act as an ambassador for your show brands among relevant stakeholder groups (media, industry bodies and government, influencers).
- ◆ Share your understanding of relevant industry & market sectors with colleagues.

Ideal Candidate Profile :

- ◆ Interpersonal skills and the ability to build relationships and gain trust.
- ◆ Good communication and presentation skills.
- ◆ Team spirit.
- ◆ Organized and disciplined.
- ◆ Able to self-manage and use initiative.
- ◆ Loves challenges.
- ◆ Analytical skills.
- ◆ Reliable.
- ◆ Creative and innovative.
- ◆ Resilient and displaying perseverance.
- ◆ Knowledge of designated industry sectors/markets.
- ◆ Proficient in Mandarin & English.
- ◆ Proven experience in consultative selling / B2B.
- ◆ Negotiation skills.
- ◆ Able to create compelling sales proposals.
- ◆ Able to build and maintain a network of influential contacts.



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#Customer Success & Sales Support Executive

Job Title: Customer Success & Sales Support Executive

Reporting to: Industry Cluster Lead/Sales Director

Location: Beijing, China

Key responsibilities:

- ◆ Ensure that all customer service needs of Chinese Exhibitors or Promoters or both are received, co-ordinated, carried out in a timely manner and tracked until completed. This will involve building up strong and productive working relationships with RX teams: Operations, Finance, IT, Show Teams.
- ◆ Manage the needs of Chinese Exhibitors and Promoters relating to, but not limited to, contracts, invoices, registration, invitation letters, booth allocation, marketing.
- ◆ Develop strong and productive working relationships with stand construction companies, freight forwarders and all relevant service providers. Ensure all requests for service from Chinese Exhibitors and Promoters are handled professionally, fairly and in a timely manner.
- ◆ Manage China pavilions and independent Chinese participation during the build-up and show period to make sure Chinese Exhibitors receive good quality and efficient services
- ◆ Ensure all Chinese participants strictly obey show rules and regulations
- ◆ Support Chinese exhibitors in improving their exhibitor techniques.
- ◆ Selling non-space products to improve Chinese exhibitors' experience and ROI.
- ◆ Record all customers' details and request, history into CRM system.
- ◆ Develop incremental business from existing business strategically.
- ◆ Delivering effective sales support to Sales Managers, including pre-show sales and marketing, show sales, on-site operating and management, post-show review (post show feedbacks).



- ◆ Assisting with potential promoters selecting, evaluating and nominating by nomination forms and questionnaire. Ensuring contracts and SPA under process according to Sales Managers' standard.
- ◆ Collecting Monthly sales report from signed promoters each month and auditing properly.
- ◆ Commission report and invoice auditing and payment chasing.
- ◆ Supporting Sales Managers on sales and marketing campaign. Including sales material preparation; ET; visiting competitive shows, joining in road shows and write report after it.
- ◆ SFDC supporting, such as ISG sale updating, child campaign set up (when necessary), documents uploading to parent campaign (SPA, Form B/C when is applicable, Monthly sales report, contract or booking forms, invoices, payment receipt of each agent, important communication with show team and agents); leads or name card data uploading.
- ◆ Assisting to handle necessary issues including phone answering when Sales Managers on business trip or out of office.
- ◆ Assisting Sales Managers with meetings set up, preparation, meeting minutes etc.
- ◆ Updating www.reedexport.cn with correct show info and agent contacts.

Ideal candidate profile:

- ◆ Interpersonal skills and the ability to build relationships and gain trust.
- ◆ Good communication and presentation skills.
- ◆ Team spirit.
- ◆ Organized and disciplined.
- ◆ Able to self manage and use initiative.
- ◆ Loves challenges.
- ◆ Able to manage pressure and deal with multi tasks under pressure.
- ◆ Reliable, High level of responsibility and maturity.
- ◆ Resilient and displaying perseverance.



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- ◆ Proficient in Mandarin & English.
- ◆ Experience in an international environment and dealing with Chinese business people is preferred.

#销售专员 (外包)

职位：销售专员（外包）

汇报对象：销售经理

工作地点：上海、深圳

主要职责：

- ◆ 帮助销售经理准备展会销售资料及展会目标市场调研。
- ◆ 通过电话销售或客户拜访完成展位及展会增值服务的销售任务。
- ◆ 完成销售经理交代的任何销售相关任务。
- ◆ 拜访励展博览集团主办展会或其他竞争展会，维系客户关系、拓展客户数据库、发掘新客户。
- ◆ 及时完成销售周报，向销售经理汇报销售情况。

职位要求：

- ◆ 自信、具备娴熟的销售及交流技巧。
- ◆ 以客户为中心。
- ◆ 拥有良好的心态及上进心，能承受一定压力。
- ◆ 经培训后，能独立展开工作。

如果您对以上职位感兴趣，请将您的中英文简历发送至：

cindy.guo@rxglobal.com

我们期待您的加入！

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