

## 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！

### #新业务拓展专员

职位：新业务拓展专员

汇报对象：商务拓展经理

工作地点：深圳、上海

主要职责：

◆展会推广与销售。以电话联络为主，通过拨打公司下发的各类展商联系信息和相关数据，向未参展的潜在展商推广励展集团旗下各主要国际展会，协助展商确定参展意向，签署展位合同，并督促付款等。

◆客户信息收集整理。除公司下发数据外，应积极收集各类潜在展商信息，包括但不限于：展会现场收集和整理、各种企业黄页信息的收集整理，各类媒体信息、搜索引擎的信息收集和整理等，积极补充及完善各类潜在展商的全面信息。

◆客户邀约与拜访。通过事先联络和邀约，对客户进行直接拜访或在展会现场、产业活动现场等与潜在客户约定面对面的交流，推广励展展会。

◆日常销售工作的自我管理和汇报。销售日常工作必须按周满足一定的工作量。每日需要按一定规范，充分完善地将各类销售活动记录在相关管理系统中，并定期汇报给直属领导及相关部门。

◆其他工作。包括但不限于协助公司其他部门进行展会销售、客户信息收集整理、系统信息录入与整理等相关工作。



职位要求：

- ◆自我驱动力强，有明确的时间观念和责任心，积极学习的态度和较好的沟通能力。
- ◆大学本科以上学历，有一定工作经验。
- ◆有电话销售经验者优先，对于挫折感和被拒绝有较强的心理承受能力。
- ◆有良好的日常记录与汇报的工作习惯。
- ◆热情的对内对外工作态度和合作精神。
- ◆具备常规 Office 软件使用能力，有 Sales Force、Power BI 等企业管理系统使用经验者优先。
- ◆工商管理、市场营销，国际贸易，外语等专业优先。

### **#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](http://www.reedexport.cn) with correct show info and agent contacts.



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

### **#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 :

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- ◆ 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.



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- ◆ 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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**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](mailto:cindy.guo@rxglobal.com)**

**我们期待您的加入！**

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