

职位名称：销售主任（Sales Executive）

岗位职责：

1. 主要负责国内外展会的统筹、销售与日常管理工作
2. 来华展览项目的招展、招商、整体方案、控制预算及项目执行工作
3. 与其它部门的协作、配合，使项目顺利进行并完成销售指标（包括和市场及运营部门的沟通）
4. 完成项目经理交付的工作及任务指标。
5. 积极开拓新兴的海内外市场及和现有的部分海外代理保持紧密的沟通。
6. 积极拓展国内的销售市场，增加国内独立展商的销售面积。

任职要求：

1. 本科或以上学历
2. 两年或以上展位销售经验，有外资工作经历 或 展会经验者优先考虑
3. 销售及项目管理能力突出，能独立完成销售任务
4. 良好的英文听、说、读、写能力（英文6级/专业英语四级或以上）
5. 良好的沟通协调能力及团队合作精神；良好的理解和口头、书面表达能力
6. 个性乐观、开朗,做事积极、主动、细心
7. 能熟练运用 MS Office 软件，例如 Word, Excel 与 PPT 等

Sales Executive for Sales Department on International and Domestic market Job Description:

The candidate will be in charge of both international and domestic market.
Recruiting domestic exhibitors based on our data base and competitors shows visits.
Manage our database to ensure the information is correctly registered.
Manage and develop the relations with international agents and individual domestic clients including:

- Working on predetermined targets
- The candidate will be responsible for sales to individual new business
- Prepare Sales Proposals, conduct on-going sales activity and be able to confidently sell via phone
- Successful track record in sales, preferably with b2b media or exhibition.
- Comfortable with communicating with overseas agents (telephone, email and direct • Client focused attitude
- Excellent interpersonal, listening and communication skills
- Determined and able to work under pressure
- Good organizational and time management skills

Other skills:

- English SPEAKING is a MUST
- Strong Sales capability, enthusiasm and sales oriented
- Few travels in China mainland