

## Job Detail

Senior Level

Position Title	Assistant Business Development Manager
Recruiter Company	Pasona Inc. Global department / 株式会社パソナ グローバル事業本部
Company Name	Company name is private
Activated / Updated	2024-06-11 / 2024-06-12
Job Type	Hospitality Business Specialists - Travel Industry Related Sales/AE - Service Industry Sales
Industry	
Location	Asia Japan Tokyo
Job Description	<p>Overseas bases: UK (head office), USA, Dubai (shared service centre), Hong Kong, Shanghai, Singapore A foreign-affiliated company is looking for an Assistant Business Development Manager.</p> <p>The person in charge will be dispatched from Hong Kong at the end of June, and you will be working under him.</p> <ul style="list-style-type: none"> <li>- Customer management</li> <li>- Covering APAC business</li> <li>- Concierge service for major customer accounts</li> <li>- Managing online reservations and handling complaints</li> </ul> <p>Job description</p> <ul style="list-style-type: none"> <li>- Process all reservations and handle customer inquiries through the online booking platform</li> <li>- Handling complaints</li> <li>- Work with each department within the company, including the BD team in Hong Kong and Singapore and the call centre in Dubai, to collect and consolidate customer requests and coordinate with service vendors to meet customer expectations.</li> <li>- Plan according to the establishment of e-sales channels and development strategy for major customer accounts.</li> <li>- Coordinate all organizational project cases and manage all issues related to day-to-day project management.</li> <li>- Provide training programs for APAC end users on product knowledge and the use of multiple online booking platforms.</li> <li>- Understand automotive-related business terminology and keep up with technological changes in products.</li> </ul> <p>*An English resume is required for application</p>
Company Info	<p>We are looking for someone who can start working from July 2024. Our head office is in Europe, and our APAC region is in Hong Kong. You will work together with a manager who will be based in Hong Kong.</p>
Working Hours	9:00-18:00
Qualifications	<ul style="list-style-type: none"> <li>• University graduate</li> <li>• 3+ years experience in sales or account management</li> <li>• PC skills</li> <li>• Fluent in English and Japanese</li> <li>• Chinese preferred</li> <li>• Experience in the hospitality industry preferred</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Salary	JPY - Japanese Yen JPY 5000K - JPY 7000K
Job Contract Period	full-time employee