



Are we looking for you? Or are you looking for us? We are looking for...

The Position – Business Development Manager (Singapore or Tokyo)

Singapore Branch Office

International Conference Services Ltd.

1 Raffles Boulevard

Suntec City

Singapore, 039593

email: careers@icsevents.com

www.icsevents.com

Tokyo Branch Office

Currently this will be a home-based office.

Permanent office is to be evaluated and selected in cooperation with employee

Must be fluent in Japanese and English

The Office Culture

We take pride in our people and our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's "*the office*" re-imagined. Become one of us because we are "connecting people to facilitate change in the world."

Summary

The Business Development Manager Main Role: Grow new sales relationships in the Asian Market. This will include International Conferences being held in Asia. Work on establishing a stronger presence of the ICS brand in Asia.

Responsibilities

Including the following (other duties may be assigned):

- Assist with developing proactive sales within Asia
- Individual record keeping of prospects and contacts

- Hands-On Management and execution of sales processes including:
 - Proactive development of new accounts
 - Creation and delivery of proposals
 - Conducting calls, in-person meetings and presentations alongside President and CEO
 - Conducting follow ups
 - Negotiating contracts alongside President and CEO
 - Attending key industry events and tradeshows as needed
- Meeting specific goals, quotas and KPIs to be set out by CEO
- Client satisfaction and client retention for projects that you are directly responsible for

This is an exciting lucrative role for the successful candidate who will be an integral part of ICS' expansion into the Asian market!

What's next?

Please send your resume and cover letter to careers@icsevents.com.

