

POSITION : Business Development Assistant
Team : Business Development
Reports To : Business Development Team Leader
Employment Term : Permanent

The BD Assistant will provide support to the Business Development team in planning, organizing, and evaluating various sales - related projects.

Responsibilities:

- Assists in the preparation of sales generation reports.
- Assists in the preparation of monthly sales and management reports
- Prepare Recommended Advertiser Solutions reports for the sales team.

Skills:

- Must be proficient in Microsoft Excel.
- Excellent communication and presentation skills
- Excellent team player
- Results-oriented

Requirements:

- College graduate, male or female, between 22-28 years old.
- Preferably with 1-2 years experience in Marketing, business development or its equivalent
- Must possess excellent communication (oral and written), report writing, and presentation skills.
- Must be fluent in both English and Filipino
- Candidate must be proactive, honest, creative, confident, self-motivated, organized, and efficient.