



RECRUITMENT INFORMATION

LUNE PRODUCTION is looking for candidates with proactive working attitude, an open mind, passion to work in art & culture industry and fluent English skills for following position:

Position : **BUSINESS DEVELOPMENT EXECUTIVE**
Report to : CHIEF OPERATING OFFICER – HANOI BRANCH
Working location : HA NOI

I/ RESPONSIBILITIES:

- **Business Development:**
 - Support approaching new clients and exploring business potential from current clients;
 - Plan to reach out and connect to our potential Clients; build up specific strategies to gain and maintain the current Client;
- **Customer care:**
 - Provide accurate information and helpful recommendations for clients
 - Solve clients' problems timely and efficiently
- **Report:**
 - Daily submit sales revenue report or upon requested

II/ REQUIREMENTS:

- College, University in BA, Hospitality, Language....major
- Having experience in same/ related position is preferable
- Good & wide general knowledge
- Excellent communication skills
- Good speaking and writing skills in English
- Good interpersonal skills
- Experience on problems solving skills
- Ability to work effectively within a team
- Being able to work under the pressure
- Having friendly and professional attitude

Please kindly send your CV via humancapital@squaregroup.com.vn