



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 : SENIOR BUSINESS DEVELOPMENT MANAGER
Working location : SAIGON OPERA

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;
 - Channels development: in HCMC
+ Tour desk /Tour Guide /Travel Agency/ Hotel 4 & 5*/Hotel 2 & 3*
- ❖ **Customer care:**
 - Provide accurate information and helpful recommendations for clients
 - Solve clients' problems timely and efficiently
- ❖ **Reports:**
 - Daily submit sales revenue report or upon requested

II/ REQUIREMENTS:

- College/University in related majors: Hospitality Management/Tourism/Language/Business ...
- 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

III/ BENEFITS:

- Salary: Negotiable
- Other benefit: As policy

Please kindly send your CV via hr.recruitment@squaregroup.com.vn

HR DEPARTMENT