

## **planitswiss Asia | Sales Manager**

planitswiss Asia, is part of a group of companies servicing the communication and Events needs of its corporate customers. Our activities range from physical events to fully immersive digital packaged solutions. Headquartered in Switzerland with a regional office in Singapore, Paris, Kigali and Shanghai, we operate all around Europe, Asia and Africa. Our experienced team offers unparalleled expertise in event organization and management to ensure successful tailor-made corporate, public and exclusive events globally, both fully virtual and hybrid.

If you are independent, have a strong regional network and a service-oriented personality, this position is for you!

### **ROLE**

Reporting to the Regional Director, your role will be to develop planitswiss' and other group activities within Singapore and the region, acquiring new customers and building the relationship with existing customers.

Your responsibilities will include selling the wide range of our groups' services to existing and especially new customers. A professional team of designers, project managers and multimedia/AV specialists will support you in your daily activities.

### **VALUES**

Entrepreneurial drive, well developed communication and interpersonal skills, keeping customers interests in mind, ethical behavior and environmental respect count in everything you do. Respecting company and customer values is a must.

### **LANGUAGES**

Fluent English is mandatory, and any other language is an additional asset.

### **SKILLS REQUIRED**

- Have a strong regional network, that allows you to position planitswiss' services
- Result and service oriented, business sensitive, have an eye for details
- Excellent communication, presentation and facilitation skills
- Able to multi-task and work in a fast-paced environment
- Committed, independent, energetic, self-driven and able to think outside the box
- Good negotiation and interpersonal skills
- Event business development, sales and marketing experience
- Creative spirit to develop professional and tailored projects responding to individual customer needs

- Comfortable with Microsoft Office and integrated IT systems
- Able to travel upon project requirement
- Minimum 3 years of experience in events / project management

## DUTIES & RESPONSIBILITIES

Your duties include working alongside the Regional Director and Project Managers to further develop the customer base – from the first contact, offer writing, to the negotiation of offers, support of project managers during the event and post-event debrief.

- Find new sources of potential customers
- Create list of prospects
- Develop a sales strategy
- Follow up with potential customers to schedule an appointment
- Get in touch with networking groups, local associations
- Lead a sales discussion
- Participate in the elaboration of proposals/offers
- Assist in developing concepts and create presentations
- Manage budgets, negotiate on prices and track customers budgets
- Liaise with in-house designer team for graphic works and visuals' development
- Attend clients' briefing and proposal presentation when required
- Assist with back office/support of event organization
- Coordinate and follow up with client and suppliers to execute the event according to planitswiss and Swiss quality standards respecting events timeline/deadline and budget
- Organize and assist with post event debriefing
- Produce reports upon completion of events and debriefings in order to compile information about event procedure, best practices, event figures, performance evaluation, clients'/guests' feedback and areas of improvement
- Update and maintain corporate CRM/database on a daily/weekly basis

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For more insights on what we do, visit [www.facebook.com/planitswiss](https://www.facebook.com/planitswiss)

Has this opportunity triggered your interest? Send us your CV with references and photo by email to [hr@planitswiss.com](mailto:hr@planitswiss.com) (please indicate the job position you are applying for in the subject of the email).