



Sales & Marketing Support Manager

About Terao

TERAO is a global consulting and engineering company involved for 30 years in **energy efficiency** and **sustainable building** engineering. Created in 1993, TERAQ is one of the pioneers of its field. With a 40+ team of multidisciplinary engineers, TERAQ is a leading independent French green building engineering company active in China (since 2008) and worldwide (Columbia, UAE, Malaysia, Indonesia, etc). In Asia, Terao has offices in Shanghai, Ho Chi Minh & Singapore.

Terao operates on the whole building life cycle, from design (green building specifications, energy efficiency design and calculation, etc.) to operation and maintenance (energy audits, certifications in operation, ...). Terao assists its clients in their process of reducing their environmental impact through assessing their Carbon footprint and reducing their Carbon emissions.

Position

- Position: Sales & Marketing Support Manager for China & South-East Asia markets
- City: Shanghai
- Industry: Construction, Sustainability, Well-being
- Type: Full-time Employment
- Starting Date: ASAP

Duties

1. Sales Support (50%)

- Develop/Complete TERAQ Database of prospects by identifying key decision makers & information. Support by initiating 1st meetings.
- Support on proposal & bidding processes

2. Marketing Lead (50%)

- Create marketing content for brand awareness online in English and Chinese. Push this content among different platforms.
- Improve Marketing Supports.
- Structure the CRM to take full use of it.
- Help generate & organize BtoB events.
- In charge of Customer Satisfaction Surveys

Profile

- University/Business School degree in Business/Marketing
- Excellent level in English & Chinese, French is a plus.
- Solid experience in the use of MS Office, Adobe PDF, Adobe Illustrator and WordPress
- Familiar with marketing computer software and online applications (e.g. CRM tools, Online analytics, etc.)
- Good command of LinkedIn
- Open-minded personality with a strong desire to learn
- Ability to work within an international and multi-cultural team
- Good Organization Skills, including time management & management of priorities



- Interest in the Sustainability industry is a must

Please send your CV to mramos@teraochina.cn