



Regional Tender & BD Assistant for China & South-East Asia markets

About Terao

TERAO is a global consulting and engineering company involved for 30 years in **energy efficiency** and **sustainable building** engineering. Created in 1993, TERAO is one of the pioneers of its field. With a 50+ team of multidisciplinary engineers, TERAO 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: Regional Tender & BD Assistant for China & South-East Asia markets
- City: Shanghai
- Industry: Construction, Sustainability, Well-being
- Type: Full-time Position
- Starting Date: May/June 2022

Duties

- In charge of the editing of proposals in collaboration with the BD manager.
- Bidding Management Assistance / Closely follow the process, gather documentation from different stakeholders
- Company registration in client supplier database.
- Prepare sales and opportunity/proposal pipeline monthly reports to Management and BD Manager.
- Sales data input in various systems such as CRM and databases. Support in building database of prospects, do specific mailings and preparing commercial material.
- Review invoicing priorities every beginning of the month with Management, follow payments along the month diligently & with anticipation
- Support on BtoB Event organization and participation
- Required profile: at least 3 years in Building related services, ideally in Green Building or other building services.

Profile

- University/Business School degree in Business/Marketing, Engineers with sales/marketing experience.
- Proven experience in similar position – must be in control of > 80% of the tasks listed above
- Excellent level in English & Chinese, both written / spoken.
- Solid experience in the use of MS Office
- Familiar with CRM tools
- Autonomous, Organized, with good command of time & priority management.
- Open-minded personality with a strong desire to learn
- Ability to work within an international and multi-cultural team
- Interest in the Sustainability industry is a must

Please send your email to: mrmos@teraoasia.com