

Regional BD Assistant and Sales admin for China

Location: Shanghai office - Jing 'An District

Starting date: ASAP

Our Company

Headquartered in Paris, TERAO is a global consulting and engineering company that has been involved in energy efficiency and green building engineering for 25 years. Created in 1993, TERAO is one of the pioneers of energy-saving and sustainable buildings. With a 30+ 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.).

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 capabilities include the following:

- Sustainable Design Solutions for new constructions and renovations
- Environmental Certification Management for new construction and existing buildings (LEED, China GBDL/GBL, BREEAM, HQE, WELL, etc.)
- Building Simulations (Thermal Modeling, Daylight Simulations, CFD, Wind Modeling, etc.)
- Energy Performance Contracts
- Energy Audits
- Specific Studies (Carbon Footprint Study, Life Cycle Assessment, etc.)
- Operation Optimization (ISO 50001, Energy Management & Reporting, etc.)

Job responsibility:

- 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
- Support on sales / prospection in China
- Required profile: at least 3 years in Building related services, ideally in Green Building or other building services

Requirements

- University/Business School degree in Business/Marketing, Engineers with sales/marketing experience
- Proven experience in similar positions – 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 multicultural team
- Interest in the Sustainability industry is a must

If you are interested, please send your resume to: glemoinescelles@teraoasia.com