

Détail de l'offre : Marketing & Business Development Coordinator | French Desk

Partenaire	CCP Chambre de Commerce et d'Industrie Française en Chine (CCI FRANCE CHINE)
Adresse	Suites 201-222, 2F, Building 81, No 4 Gongti North Road Chaoyang District, Beijing 2/F Mayfair Tower, 83 Fu min Road, Shanghai Room 802, 8/F Leatop Plaza, 32 Zhujiang Dong Road, Zhujiang New Town, Guangzhou / Room 318, 3/F Chinese Overseas Scholars Venture Building, Shenzhen Hi-tech Industry Park, Shenzhen
Ville	Pékin Shanghai Canton Shenzhen
Référence	21D1631692149
Titre	Marketing & Business Development Coordinator French Desk
Description du poste	<p>As a Marketing & BD Coordinator, you will be aligned to a small number of sectors and, our French Desk and you will deliver a wide range of activities to support our teams. Acting in a pivotal role you will be required to deputize for senior sector and practice group Marketing & BD colleagues, provide advice and guidance direct to our partner/lawyer community and be able to manage workflow.</p> <p>The main responsibilities are:</p> <ul style="list-style-type: none"> * Support across areas of the pitch process including research, client, and competitor analysis, writing tailored responses, and preparing teams for pitch meetings * Lead on the production of sales and marketing support materials * Support the implementation of actions arising from the sector and practice business plans * Support event and webinar planning including the creation of invitations, presentation materials, and delegate lists * Prepare briefing materials and client targeting analysis ahead of events and support follow up activity * Support the coordination of digital activities including client e-alerts, publications, and newsletters * Track and follow-up firm marketing and business development leads * Represent the firm at events * Respond promptly to customer inquiries * Communicate with clients especially from French speaking countries through various channels * Communicate and coordinate projects with colleagues as necessary * Ensure client satisfaction and provide professional client support
Type de contrat	Emploi
Description de la société	Our client is a legal consulting firm based in Shanghai, they specialize in providing legal services to European, especially German-speaking companies in China for investment and trade, as well as cross-border M&A. The firm has accumulated a wealth of successful experience and outstanding competitive advantages in this field.
Localisation	Shanghai
Pays	Chine
Profil recherché	<ul style="list-style-type: none"> * You will have worked in professional services in a marketing and business development role for a period of 12 to 24 months. * You will have worked across all channels of marketing including, social media, events, creation of award submissions and have had exposure/input into bids and pitches. * You must also have a high attention to detail; be flexible, committed, and enthusiastic and have a client focused approach and be fluent in French and English, Italian or Spanish capabilities is a plus.
Expérience	Débutant (-3 ans)