

[Sales Assistant]

Kaigo Co., Ltd. Is an Exhibition, convention and event expert based in Taiwan. We give our employees a great environment for innovation and maximizing ones potential while providing the highest quality of results for their clients and visitors.

Job Description: A Sales assistant that provides operational and administrative assistant to executive sales. You will be placing outbound calls to potential clients and establish a mutually beneficial relationship. Receiving inbound sales calls and provide accurate and up to date knowledge and guidance about our trade fairs. Working together with the sales team to evaluate which is the best target audience for the right exhibition or event.

- We offer all the basics needed to succeed in this job.
- No prior work experience is needed, we will be more than happy to assist you in any of the jobs you will be assigned too. You will be able to freely discuss any topics that you might have a lack of understanding in together with your managers.

Requirements:

- A good understanding in Microsoft Office programs (Word, Excel, and PowerPoint).
- Outgoing personality
- Organized
- A problem solver
- Good at Multi-Tasking
- Chinese Language Level: Fluent 10/10
- English Language Level: Good 7/10

Responsibilities:

- Cold calls to present information about our events
- Calls to maintain relationships between Kaigo & Clients
- Calls for potential partnership opportunities
- Organizing Calling lists

The Location: 10491 台北市中山區德惠街 9 號 8 號樓之 3