

# Hawksford Job Vacancy

## Sales & BD Administrator

Assisting the Sales & Business Development Department

- Targeting potential corporate leads and contacts looking at investment in Greater China and Asia, assisting the head of function in developing the existing relationships with Business Associations (Chambers of Commerce), investment attraction municipal agencies;
- Research relevant trends and topics via the active production of articles in English/Chinese on China Compliance related themes using Hawksford website and periodical Newsletters;

The Professional we are looking for:

- Degree holder in Business and Management (or equivalent) or Accounting / Taxation, international experience via Work & Study Abroad/ in a Global Context represents a plus;
- Working Proficiency in English/Chinese, fluency in Italian/Spanish/German/French represents a plus;
- A team player with a can-do attitude, strong initiative and ability to thrive in a fast-growing organisation;
- Ability to pay attention to detail and work around tight deadlines;
- Strong client service skills, especially working with international clients and intermediaries;
- Ability to organise and prioritise work under supervision;
- Strong computer skills.

Principal accountabilities:

- Support the BD team converting online leads and referrals into Hawksford's clients by managing the pitching process which unfolds from the initial enquiry and request for information, to the quotation stage and on boarding;
- Support the BD & marketing teams in developing strategies to ensure maximum visibility of Hawksford's brand in the target market that promotes Hawksford's capabilities and professionals;
- Identifying and organising events, workshops and publications to sustain and promote Hawksford's market knowledge internationally;
- Work with the global business development and marketing team to achieve sales targets.
- Reporting to our China Head of Sales & BD.

**Location:**

- Shanghai

### How to apply

Please send your resume to [China.Careers@hawksford.com](mailto:China.Careers@hawksford.com) or contact Hawksford People Team by WeChat (scan the QR code below).

**\*\*Important notice:**

Please leave your name and the position that you'd like to apply for when adding People Team's WeChat, otherwise the application may be regarded as invalid.

WeChat ID: 13022112758



**Long press / scan the QR code to reach Hawksford  
People Team**



### **About Hawksford**

Hawksford is an international provider of Corporate, Private Client and Funds Services. We are trusted to deliver efficient administration services to large and multinational corporates, and SMEs as well as entrepreneurs. We have helped families to take care of their wealth, entrepreneurs to succeed, multinational companies to operate and transact, and funds to maximise their returns.

We have 5 offices in mainland (Shanghai, Beijing, Guangzhou, Shenzhen, and Suzhou) to help clients understand the PRC's regulatory and tax environment, decide the best structure for clients' business and manage company registration obligations.

