

MARKET INTELLIGENCE SPECIALIST

OPTIMAL CONSULTING GROUP PTE LTD (OPTIMAL) is headquartered in Singapore with physical presence in Singapore, Malaysia, Hong Kong and China and operates virtually around the Asia Pacific region. OPTIMAL focuses on talent optimisation; talent assessment & identification, development & engagement.

OPTIMAL is licensed distributors and partners of leading global HR consulting companies. This includes Hogan Assessment Systems, The Leadership Versatility Index and BarOn EQ-i. Our clients consist of Global Fortune 100 companies as well as large local conglomerates.

Please visit us at www.optimalconsulting.com.sg

Our Shanghai office is looking for Market Intelligence Specialist

ROLES AND RESPONSIBILITIES

The incumbent's scope of work includes, but is not limited to, the following areas:

- **Manage Database** of Optimal's client contact information, which includes, but is not limited to China. The Market Intelligence Specialist is expected to think laterally and creatively on ways to obtain potential client contact information as well as research on the potential clients.
- **Market Public Workshop Participation** held in China. Creatively and strategically market Optimal's events and public workshops in China.
- **Manage Events** for company and / or product launches, public and private seminars and / or workshops held by the Optimal in China. This includes but is not limited to the following areas:
 - Select appropriate venue for event, liaise with hotel banquet staff and administer all necessary documents to secure a proper venue.
 - Prepare and send event brochures to targeted clients, follow up with clients, and prepare all necessary materials and / or resources.
 - Arrange for transportation of all materials and equipment to and back from event venue.



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Developing Leaders. Optimising Performance.

Key Requirements:

- Qualified applicants will **currently** possess a Bachelor's degree
- Previous experience in researcher work in Recruitment companies, database management, event management and call center experience is a plus.
- Ability to work in cross-functional teams and with a senior mentor
- Demonstrated customer and people services skills.
- Demonstrated high perseverance, determination, stamina, drive and result-focus

The successful candidate can look forward to:

- Breadth and depth learning, experiences and exposures in the People Management profession as well as managing a business
- Exposure to world-class researched and validated tools and methodologies

REPORTING RELATIONSHIP

The incumbent reports to the *Managing Director, Greater China*

FREQUENT INTERACTS

The incumbent will work closely with colleagues in *all companies and offices of Optimal Consulting Group Pte Ltd*

Total Fixed Cash:

- **RMB3,000 -5,000**

Please forward your application to

Ho Wan Leng

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