



**OPTIMAL CONSULTING GROUP PTE. LTD.**  
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Level 34, Unit 18, Centennial Tower,  
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[www.optimalconsulting.com.sg](http://www.optimalconsulting.com.sg)

Developing Leaders. Optimising Performance.

## 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](http://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 Malaysia and Singapore . 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 Malaysia and Singapore. Creatively and strategically market Optimal's events and public workshops in Malaysia and Singapore.
- **Manage Events** for company and / or product launches, public and private seminars and / or workshops held by the Optimal in Malaysia and Singapore. 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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### 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, Singapore*

### FREQUENT INTERACTS

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

### Total Fixed Cash:

- **SGD1,800 -2,500**

**Please forward your application to**

Ho Wan Leng

Email: [wlho@optimalconsulting.com.sg](mailto:wlho@optimalconsulting.com.sg)