



Business Development Manager Europe (League) / HR & Admin Supervisor (Hedgren EU)

欧洲商务拓展经理(力高)/人事行政主管 (海格林欧洲)

The Business Development Manager identifies and builds key customer relationships, identifies business opportunities, negotiates and closes business deals and maintains extensive knowledge of current market conditions.

商务拓展经理主要确定和建立关键客户关系，识别商业机会，谈判和签订业务交易，并保持对当前市场状况的充分了解。

The Business Development Manager is based in Antwerp, Belgium, reports to the CEO and League China as well, and works in close cooperation with the internal team of League HQ, marketing staff, and other managers to increase sales opportunities and thereby maximize revenue for their organization.

商务拓展经理工作地点位于比利时安特卫普，向首席执行官以及力高汇报工作，与力高总部内部团队，营销人员和其他经理密切合作，增加销售机会，从而最大限度地提高公司的收入。

Liaison between league HQ and the Europe company. Update to HQ in time status of company operation and the marketing progress. Ensure the League HQ could have a comprehensive understanding of the Europe company.

保持和国内总部紧密联系，就当前公司运营状况，市场情况及时沟通。确保国内总部对欧洲公司有全面的了解。

Job Description 职位描述

The primary role of the Business Development Manager is to prospect for new clients. He/she must develop rapport with potential clients and plan persuasive approaches and pitches that will convince them to do business with the company.

商务拓展经理的主要任务是开发新客户。他/她必须发展与潜在客户的关系，并以有说服力的方法和渠道来促成客户与公司的合作业务。



Strategic planning is key, since it is the business manager's responsibility to develop the pipeline of new business coming into the company. This requires a thorough knowledge of the market, the solutions/services the company can provide, and of the company's competitors.

战略规划是关键，因为商务拓展经理有责任为公司发展新业务开发渠道。这需要对整个市场，公司可以提供的解决方案/服务以及公司的竞争对手全面了解。

Responsible for the HR management and routine affairs of Europe office

另外需要负责比利时海格林公司的日常人事管理，行政等工作。

The main duties of the Business Development Manager can be summarized as follows:

商务拓展经理 / 人事行政主管的主要职责可归纳如下：

New Business Development

- Prospect for potential new clients by growing, maintaining, and leveraging your network and turn this into increased business.
- Research and build relationships with new clients.
- Participate in pricing strategy for the solutions/services offered.

新业务拓展

- 通过增加，维持和利用您的关系网络并将其转变为业务增长以开发潜在客户。
- 调查并与新客户建立关系
- 参与提供的解决方案/服务定价策略。

Client Retention

- Present new products and services and enhance existing relationships.
- Work with internal colleagues at League HQ to meet customer needs.
- Arrange and participate in internal and external client debriefs.

客户维持

- 提供新产品和服务，增强现有业务关系
- 与总部内部同事合作，以满足客户需求。
- 安排并参与内部和外部客户的简报。



Reporting

- Submit weekly progress reports and ensure data is accurate.
- Track and record activity on accounts and close deals to meet these targets.

汇报

- 提交每周进度报告，确保数据准确。
- 跟踪和记录主要客户活动并完成交易以实现这些目标。

HR & Administration

- Responsible to the daily HR management, office administration and other office daily affairs.
- Establish and maintain the employee files, manage and renew the employee contracts.
- Responsible to perform the employee performance evaluation. Build and update the database of performance review management towards the staff and also maintain the database on a regular basis.
- Manage the vendor including hotel, travel agency, office supply. Responsible for office administrative expense budgeting & control.
- Organize the company activity, set up the meetings and coordinate with other departments in some company events.
- Other tasks assigned by CEO

人事行政事项

- 主管公司人力资源、行政事务和日常事务工作；
- 建立、维护人事档案，办理和更新劳动合同；
- 负责完成员工绩效管理相关各项日常工作，建立人员考核管理信息库，维护信息系统数据；
- 办公用品、固定资产的采购、统计、盘点以及费用管理、成本管理等；
- 活动组织管理，各类会议安排，协调各部门组织公司重大活动。
- 其他直属领导交代事项。

Requirements

- Strong oral and written communication skills with fluency in English, Dutch and Chinese
- A bachelor's degree with some sales / marketing experience. And be familiar with the HR management, performance management and office administration.



- Strong communication and coordination skill with Good organization and execution ability.
- Networking, Persuasion, Prospecting, Public Speaking, Research, Writing, Closing Skills, Motivation for Sales, Prospecting Skills, Sales Planning, Identification of Customer Needs and Challenges, Market Knowledge, Meeting Sales Goals, Professionalism.

要求

- 荷兰语，英语，中文听说读写流利，国籍不限，在比利时华人优先。
- 本科及以上学历，有一定的销售/市场营销工作经验，并熟悉了解人事管理，绩效考核等相关环节工作，有人事行政工作经验最佳。
- 沟通表达能力强，协调性好，并具备良好的组织、执行能力；
- 关系网络，说服能力，探索能力，演讲，研究，写作，合同谈判技能，销售动力，探索技能，销售计划，对客户需求和挑战的识别能力，市场情况了解能力，完成销售目标，专业能力。

How to apply

Please send your CV and motivation letter both in English and Chinese to:

HR@hedgren.com