



Job title:	International Business Development Executive	Employment status:	Full time
Department:	Marketing	Job Location:	Hanoi
Report to:	Marketing Director	Manages others:	No

Position purpose:

To identify and proactively target new business opportunities. To act as first point of contact for new business enquiries direct to Buffalo Tours. To support Regional Offices, Sales Representatives & Language Teams in responding to new business opportunities & enquiries.

Responsibilities:

1. Commission and carry out market research to identify new business opportunities
2. Develop and formulate Buffalo Tours' international business development strategy, plan and budget
3. Research, evaluate and forecast for new business opportunities
4. Research and develop pricing and product strategies suitable to specific markets and new business opportunities
5. Act as first point of contact for new business enquiries direct to Buffalo Tours
6. Support Regional Offices, Sales Representatives & Language Teams in responding to new business opportunities & enquiries.
7. Assist with planning and management of Buffalo Tours' participation in trade shows

Qualifications and skill requirements:

- Graduate
- Fluent in English
- Fluency in French, German or Spanish would be useful
- Experience in developing, implementing and evaluating international business development strategies
- Computer skills including fluency in Microsoft Office

Years of experience:

- At least 2 years' experience in a Sales or Business Development role

Desired Characteristics:

- Passion for travel Buffalo Tours style
- Outstanding sales skills
- Excellent communication and writing skills
- Excellent interpersonal skills across a variety of cultures
- Excellent organizational and project management skills
- Able to problem solve and make decisions
- Able to work independently and in a team
- Able to work under pressure and juggle multiple tasks
- Flexible and able to work with uncertainties and changing priorities
- High attention to detail
- Enthusiastic about providing the best possible service to Buffalo Tours' clients

Other requirements:

- Willingness to travel to trade shows when required
- Able to work flexibly including outside office hours when required

Remuneration package

A competitive salary, benefit and career development will be offered for qualified candidates commensurate with the responsibilities and qualifications. All applications will be treated in strictest confidence.

HOW TO APPLY:

Please send us your resume and cover letter in English to:

Ms. Ninh Hanh

Human Resources Manager, Buffalo Tours

94 Ma May, Hanoi

Email: nhanh@buffalotours.com

Deadline: 16 December 2011