

MARKETING & SALES COORDINATOR



You're an experienced professional, seeking work in an organization that will allow you to put your coordination skills to the test in practical ways. One that offers challenge and growth, and the opportunity to embrace your skills of strategic thinking and tactical execution. A company where you can make an impact, and be recognized as a valuable team member.

Eagle's Flight is that organization, and today we're looking for a sharp, insightful Marketing Coordinator, who is capable of internalizing the Eagle's Flight brand, and executing across multiple platforms with total confidence and excellence.

This is not a start-from-scratch position, since we already have a strong brand identity, great campaigns and a full set-up marketing automation (HubSpot) and CRM (Dynamics) system that is working well. This is about building on our current programs by delving deep into our industry's challenges and focusing your energy into driving Eagle's Flight's growth.

Our ideal candidate is smart and ambitious, brimming with positive energy. They love working at the tactical level, putting in all the work required to get things done. They also have a track record of flawless execution – every task is performed with the highest degree of accuracy and attention to detail.

Sound like you? If so, find more details on the following page.



The Details:

Sales Support

- Support the Regional General Manager after a sale is closed and follow through on project management across reality, logistics, facilitation, contracts, financial reporting and data entry
- Support in the preparation and completion of client contracts and securing related signatures. Support in the management of facilitator and support staff availability for SG, PH and pan-Asia markets as needed.
- Develop Brand recognition and sales leads for the Partner and Singapore sales team through proactive analysis of CRM / Hubspot / Regional / Global client activity
- Create client presentations / collaterals to support Partners and the regional sales team

CRM and Marketing

- Support the CRM / Marketing head to enter new client details in the CRM client database and ensure ongoing updates are executed across sales teams
- Manage social media platforms and analyze effectiveness of current campaigns through analytics
- Establish, own and work with agency partner teams to initiate AdWord / search campaigns
- Coordinate with Philippines outsourced creative agency
- Research industry related statistics and data (business trends and training in the global marketplace).
- When necessary, support lead facilitators on site at client facing sessions and conferences
- Collate data on post-session surveys and support / input in to follow up sales efforts

You Must Have:

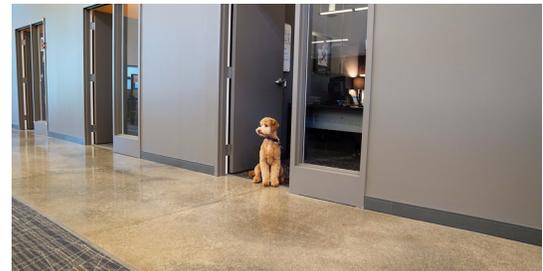
- Outstanding communication, organization and interpersonal skills
- Project Management experience
- Exceptional computer skills
- Proficiency in Microsoft Word, Excel, PowerPoint, and experience with databases.
- Strong attention to detail to ensure absolute quality and a commitment to training excellence in the global marketplace.
- Good understanding of attitudes related to delivery of exemplary internal and external customer service.
- Creative and dynamic writing and telephone skills
- 2-4 years related business experience

About the Team You'll Be Joining

Exceptional Service · Absolute Quality · Genuine Friendliness · Leadership Excellence · Ethical Profit

Our team is renowned for the ownership they take in the quality of their work and delivering incredible outcomes together. As a result, we are a close knit family that is energetic, and collectively owns creating a positive environment. We do this through our strong commitment to our values.

In this role you will receive thorough training to kick start your career. Eagle's Flight employees who demonstrate high performance and commitment will have the opportunity for career development and advancement within our team.



If this sounds like you, we'd love to hear from you!

To apply, please send the following **three things**:

1. Cover letter
2. Résumé
3. 1-2 minute video telling us about yourself and in what ways you will add to the Eagle's Flight team

Applications can be sent to lani.pasquet@eaglesflight.com. Please include **Sales and Marketing Coordinator** in your subject line.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you are a person with a disability and require accommodation to successfully apply, please email us to make your accommodation request.