

SALES ADMINISTRATIVE MANAGER

Eagles Flight Asia is recruiting a high caliber individual to join our Sales team.

As a key contributor to the Sales team, and the success of the EF business, you will:

- *Work closely with Sales to develop compelling and distinctive proposals in response to RFP, RFQ and other types of solicitations*
- *Interface and be point-of-contact for working with various contributors including subject matter experts, project managers, art department, HR, finance, etc, to facilitate proposal development*
- *Be responsible for the timely delivery of high-quality proposals which may include graphics, videos, and so on*

This is a full-time position in Ortigas, Manila, Philippines.

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



In This Role You Will:

- Lead proposal development by writing, editing, coordinating, designing and submitting the company's proposals to clients
- Perform as a primary writer, drawing from professional experience to advise on the best approaches specific to the requirements in the RFP document
- Apply critical thinking skills and creativity to ensure solutions meet the criteria and needs of both client, and the internal Eagle's Flight operations team.
- Collaborate and build relationships with various internal departments for input
- Manage proposal development timelines to ensure strict deadlines are met
- Work with budgets, pivot tables, complex pricing and program staffing requirements
- Consolidate materials from multiple contributors ensuring consistent voice and style throughout
- Adapt or develop a winning approach, to draw and/or distil critical information from clients and present proposals in a client-friendly manner
- Develop and own content and information library for Asia
- Research and analyze market trends, company backgrounds and key personnel
- Take on any other sales administration responsibilities, as required from time to time

You Must Have:

- Track record of high achievement
- Above average written and verbal communication skills
- Intermediate to advanced level of proficiency with Microsoft Office and Adobe
- Excellent organization and time management skills
- The ability to handle pressure with a positive attitude
- A Team mindset
- The ability to act quickly and efficiently in a fast-paced environment while demonstrating good judgment
- The ability to prioritize effectively, meet deadlines and multitask

You Should Have:

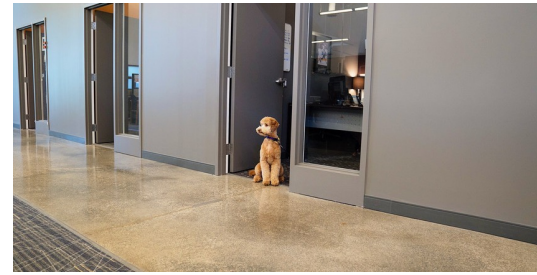
- Bachelors Degree or equivalent experience
- 5-7 years of project management, sales administration and/or communications experience
- The ability to provide the appropriate level of communication across different departments
- Knowledge of graphics and video edit softwares
- Experience in any of the following is a plus: Leadership Development, Talent Development, Experiential Learning, Culture Change and Transformation | Corporate Events

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 sales.



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 madeline.chan@eaglesflight.com. Please include **Sales Administration Manager** 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.