



# RECRUITMENT INFORMATION

**LUNE PRODUCTION** is looking for candidates with proactive working attitude, an open mind, passion to work in art & culture industry and fluent English skills for following position:

**Position** : **BUSINESS DEVELOPMENT EXECUTIVE**  
**Report to** : CHIEF OPERATING OFFICER - HCM  
**Working location** : HO CHI MINH

## **I/ RESPONSIBILITIES:**

- **Business Development:**
  - Support approaching new clients and exploring business potential from current clients;
  - Assist to reach out and connect to our potential clients; and maintain the current clients;
  - Channels development:
    - Private shows or Charter shows
    - Others: International Schools/Universities, Corporates JV, Apartments, Chamber of Commerce, Airlines, Consulates, etc...
- **Customer care:**
  - Provide accurate information and helpful recommendations for clients
  - Solve clients' problems timely and efficiently
- **Report:**
  - Daily submit sales revenue report or upon requested

## **II/ REQUIREMENTS:**

- College, University in BA, Hospitality, Language....major
- Having experience in same/ related position is preferable
- Good & wide general knowledge
- Excellent communication skills
- Good speaking and writing skills in English
- Good interpersonal skills
- Experience on problems solving skills
- Ability to work effectively within a team
- Being able to work under the pressure
- Having friendly and professional attitude

Please kindly send your CV via [humancapital@squaregroup.com.vn](mailto:humancapital@squaregroup.com.vn)