



CWind Taiwan Ltd <u>Job Description</u>	Date: March 2022 Page 1 of 1
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Job Title: Commercial Executive (2022 Internship)

Introduction

The Commercial Executive will be part of CWind Taiwan's Commercial Department and will report to the Commercial Manager. They are responsible for supporting the Commercial Department to manage client, partner and subcontractor relationships in the course of prospecting, bidding and securing projects. The role will include the marketing of products and services to new and existing clients, particularly with a view to Taiwan's Round 3 projects, ranging from production of marketing content to supporting client visits and presentations. The role will also support the Commercial Manager in responding to tender opportunities, including the supervised preparation of costings and bid documentation.

Key Tasks

- Working with Sales and Marketing Manager to implement integrated marketing activities which support the company's business plan.
- To support in the preparation of a range of high-quality publicity materials as required which could include, although not exclusively: newsletters, customer communications, advertisements, case studies, company literature and press releases
- Operate within the company CRM to ensure it is kept up to date to permit the managing of an effective sales pipeline, thoroughly qualifying opportunities and managing communication & information flows to increase the win rate of opportunities
- Supporting the Commercial to provide the Management Team with regular reports related to all relevant sales, market and competitor activity including an accurate Sales Pipeline, monthly business update and forecast
- Support in the preparation of tender documents during the bid process. Work closely with Commercial Manager and Bids team to ensure a thorough understanding of the solution and customer needs
- Supporting the Commercial by way of scheduling, communication liaison, information preparation, data analysis and records management.

Qualifications, Skills and Experience

- Educated to degree level, preferably from a business or commercial background.
- A solid understanding of good sales and business development practices, and practical experience of B2B marketing practices.
- Experience of using Microsoft office software in a business environment
- Excellent verbal and written communication capabilities with the ability to engage and convey messages to a variety of audiences in a clear and concise manner.
- High attention to detail and accuracy
- Proactive work ethic with the ability to work well either individually and as part of a team and deliver to tight deadlines.