

JOB VACANCIES

1. Business Development Support

No. of Applicants: 10

Location: Unit 804, 8F One San Miguel Avenue Building, San Miguel Avenue, Ortigas Center, Pasig City

Salary: 17, 000-20,000 (per month)

Employment Status: Probationary

Job Description:

- Draft new sales contracts, proposals, quotations and/or tenders.
- Update CRM monthly on Closed Won clients and upload all official documents for company safekeeping purposes.
- Compile and check claims such as transportation claims, parking payment slips, highway toll receipts, entertainment bills, petrol claims, etc. for CM's approval.
- Compile and check monthly commission claims from BD before CM's approval.
- Compile Termination Notice for CM's next action.
- Submit JRS to finance department for billing new retainer clients.
- Produce required reports and summaries for CM and BD
- Handling and converting of trail accounts
- Any other duties that may be assigned by the reporting manager.
- Develop strong and effective working relationships with the business development team.
- Accurate transfer of information from the client to the business development team
- Facilitates business development team on all newly acquired sales are supported with proper documentation.
- Accurately transfer appropriate client information and feedback from business development to account management.
- Actively participate in all internal trainings, new product briefing and testing if and when needed, and communicate feedback to relevant internal stakeholders.
- Listen to, accurately interpret and follow instructions.
- Implements specific initiatives aimed at improving the efficiency of the existing sales processes.
- Punctual in reporting to work and attending meetings.
- Properly manages leave schedules vis-à-vis work commitments.
- Optimizes time spent at work and knows how to manage workload effectively.
- Properly schedules and performs critical sales admin activities such as client calls, client visits, proposal and contract preparation and other administrative tasks.
- Executes work requirements in a timely and accurate manner, making sure to follow company SOPs when applicable.
- Provides accurate updates and feedback.
- Endeavors to keep common company equipment in good working condition and assigned equipment secure and damage-free.
- Complies with all local legislative requirements

Isentia Manila, Inc.

- Adhering to company policies and procedures and the corporate Code of Conduct.
- Where appropriate keeps up to date with legislative requirements through membership of industry organisations.
- Ensures personal adherence to workplace health & safety requirements and either addresses or brings to management's attention others are in breach of these requirements
- Acts in an ethical way when dealing with company assets and other people

Job Qualifications:

- Must be a Graduate of Advertising, Media, Communications, Marketing, Business Administration or an equivalent degree.
- Has at least 1 year experience in administrative works, marketing, digital, PR, research, advertising agency setting.
- Knowledgeable in sales administrative task and other marketing strategies.
- Fresh Graduates are encouraged to apply.
- Willing to be assigned at Ortigas, Pasig City
- Can start immediately.

REMUNERATION:

- Yearly Incentive
- Yearly Remuneration Increment
- Annual & Sick Leave entitlements
- HMO provision

2. Account Executive

No. of Applicants: 20

Location: Unit 804, 8F One San Miguel Avenue Building, San Miguel Avenue, Ortigas Center, Pasig City

Salary: 20,000- 25,000 (per month)

Employment Status: Probationary

Job Description:

- Achieve client satisfaction through proper handling of client queries whether in terms of dashboards troubleshooting, complaints management, or transactional sales
- Support Account partners in ensuring smooth renewal and on-boarding of clients including contract preparation, billing & collection, and others.
- Enhance client relationships as evidenced by a strong NPS standing and increase in portfolio value
- Maintain active interest and understanding of media and digital best practices and trends

Job Qualifications:

- 1-2 years' experience in a marketing/digital/PR/research/advertising agency setting. Fresh graduates with the relevant degree are welcome to apply.
- College/Bachelor's degree holder of Advertising/Media/Communications or an equivalent degree.
- Excellent communication and presentation skills
- Excellent written and oral communication skills
- Customer-oriented and has proven ability in complaints management
- Solid knowledge and understanding of Microsoft Office suite, including Outlook, Excel and Word
- Willingness to work in Ortigas Center, Pasig City
- Must be able to start immediately

REMUNERATION:

- Yearly Incentive
- Yearly Remuneration Increment
- Annual & Sick Leave entitlements
- HMO provision



3. Business Development Manager

No. of Applicants: 20

Location: Unit 804, 8F One San Miguel Avenue Building, San Miguel Avenue, Ortigas Center, Pasig City

Salary: 30,000-40,000 (per month)

Employment Status: Probationary

Job Description:

- Developing the expertise in specific industries to build Isentia Manila's client roster
- Conducting professional pitches and technical presentations to various types of audiences
- Generating new business both in face to face meetings and over the phone
- Effectively qualifying clients' media intelligence requirements and translate it to workable solutions
- Maintaining active interest and understanding of media and digital best practices and trends
- Preparing concise, value-based proposals
- Preparing sales reports, activity reports and revenue forecasts

Job Qualifications:

- 2-3 years' extensive experience in a marketing/digital/PR/research/advertising agency setting.
- College/Bachelor's degree or equivalent in Advertising/Media/Communications/Business
- Expert facilitation and presentation experience with excellent verbal and written communication skills
- Experience in negotiation and closing deals
- Customer-oriented and has proven ability in complaints management

- Solid knowledge and understanding of Microsoft Office applications, particularly Outlook, Excel, Word, and PowerPoint
- Willingness to work in Ortigas Center, Pasig City
- Must be able to start immediately

REMUNERATION:

- Yearly Incentive
- Yearly Remuneration Increment
- Annual & Sick Leave entitlements
- HMO provision

Isentia Manila, Inc.

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