

Business Manager

Job Description:

- 1.The overall responsibility for the company's business management, standardize business matters, and ensure that the interests of the company.
- 2.Responsible for project negotiations, project progress tracking.
- 3.Responsible for communication, coordination, implementation of the project with the partners.
- 4.According to business needs, develop work plans and specific implementation of the program by the various departments to assist business promotion.
- 5.Report to the general manager of the ANZHENG IMÓVEIS,LDA.

Qualifications:

- 1.Bachelor degree or above
- 2.More than five years of working experience, the person with real estate, tourism, sports related industrial working experience is preferred.
- 3.Familiar with the business operation process, business negotiation skills, and business etiquette related knowledge.
- 4.Fluent in English and Portuguese bilingual, the person also fluent in Chinese is preferable.
- 5.Have optimistic attitude, strong responsibility and can take high work pressure.

Business Assistant

Job Description:

- 1.Responsible for assisting the company's business management, standardize business matters, and ensure that the interests of the company.
- 2.Responsible for project negotiations, project progress tracking.
- 3.Responsible for assisting business manager in communication , coordination, implementation of the project with the partners.
- 4.According to business needs, assisting business manager in developing work plans and specific implementation of the program by the various departments to assist business promotion.
- 5.Report to the business manager of the ANZHENG IMÓVEIS,LDA.

Qualifications:

- 1.Bachelor degree or above
- 2.More than two years of working experience, the person with real estate, tourism, sports related industrial working experience is preferred.
- 3.Familiar with the business operation process, business negotiation skills, and business etiquette related knowledge.
- 4.Fluent in English and Portuguese bilingual, the person also fluent in Chinese is preferable.
- 5.Have optimistic attitude, strong responsibility and can take high work pressure.