

International Client Relations Associate

Integrated Science & Technology, Inc., (IST), (www.integratedscience.com) a multi-national interdisciplinary environmental consulting and engineering firm specializing in soil and groundwater remediation with an emphasis on international projects with headquarters in Atlanta, Georgia, and other offices in Pennsylvania, and Florida and Shanghai, China.

DESCRIPTION:

Entry to mid-level client relations associate needed to work as part of a team responsible for performing market research, identifying opportunities, pursuing the opportunities, and winning soil, sediment, groundwater, and surface water environmental remediation projects. Activities may involve preparation of business development materials, travel to meet prospective clients and presentations to those prospective clients. Communication and presentation skills are of paramount importance. The successful candidate will be outgoing, positive, and enthusiastic. Further details please see Responsibilities.

RESPONSIBILITIES:

Under direction of the Shanghai office director, perform tasks intended to identify new business opportunities per the following:

- Perform market research to identify potential project opportunities and communicate them to the office director.
- Develop and maintain a client database to include contact information, nature of business, geographic area served, and future plans.
- Establish and maintain relationships with both prospective and existing clients.
- With the assistance of technical staff visit clients and make presentations.
- Preparation of work plans, spreadsheets, figures, and reports.

DESIRED SKILLS AND EXPERIENCE:

- Bachelor's Degree in marketing, business, communication, international affairs or other similar disciplines is required. Master's degree is preferred.
- 0-5 years of relevant experience
- Fluency in Chinese is preferred.
- Willing to travel outside of U.S.
- Willing to establish a residence in Shanghai and work fulltime in China.

Industry

Environmental Consulting Services

Employment type

Full-time

Job function

Marketing and business development