

SAMSUNG ENGINEERING AMERICA Inc. JOB DESCRIPTION

JOB TITLE: Business Development Assistant / Marketing Assistant Manager

DEPARTMENT: Business Development Team

REPORTS TO: Business Development Team Leader

LOCATION: Houston, TX

JOB OBJECTIVES

- This is a full time position that provides business development support for Samsung Engineering America by assisting planning, organizing, writing, updating, and coordinating the organization's marketing functions.
- This job requires a broad understanding the Oil/Gas industry and EPC Business Development, providing insights to the business development team, searching for prospective clients and projects for the company

ESSENTIAL DUTIES AND RESPONSIBILITIES

Business Operation

- Support activities for new business opportunities by market research
 - Maintain/update industry knowledge by reviewing related publications and establishing networks.
 - Develop and maintain accurate, current database(s) of industry contacts.
 - Keep up to date on all intelligence on our potential clients/ competitors i.e. positions, locations, strategies, financial results, etc.
 - Partner with HQ Business Development Team in Korea generating reports: US oil and gas market analysis, competitor analysis, and IOCs analysis. Identify, track, and pursue clients in the US
- Develop and maintain accurate, current database(s) of industry contacts.
- Creates and develops visual presentations.
- Prepares information by collecting and reviewing information then inputting, editing, retrieving, and copying data, text and graphics as needed; mailing correspondence as needed.
- Maintains and updates filing system for the department. Retrieves information from files upon request.
- Participate and collaborate in sales meetings.
- Assumes other responsibilities as assigned by the company.

Qualifications/Requirements

- Must be eligible to work in the US legally without visa sponsorship
- Korean/English bilingual is a must (Native proficiency including writing and reading)
- College Degree preferred with emphasis in Sales, Marketing and Business Development
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Understanding the economic trends, political situation, and government policy & regulation change
- Analytical skills to process large amounts of information to assist upper management
- Excellent written and oral communication skills. Must be able to interact and communicate with individuals at all levels of the organization.
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- Must be proficient in a variety of computer software applications in word processing, spreadsheets, database and presentation software (MS Word, Excel, PowerPoint, SAP/WEB, Salesforce)
- Self-motivated and detail-oriented, comfortable working in a fast-paced environment with multiple deadlines

Desirable/Preferred Skills

- Sales, marketing experience
- EPC industry experience
- Experience working in a Korean company

