

Job Description: Project Manager

Location: 14F-3 No.57 Fuxing North Road, Taipei 10560 Taiwan
Reports to: CEO
Job purpose: Explore New Business Opportunities and Maintain Customer Relationships

Anemone Ventures:

Based in Taipei, Taiwan, and Israel, Anemone Ventures offers business development and market entry services to global companies wishing to approach and develop business in Asia. With in-depth industry knowledge, broad capabilities, and solid strategic alliances; Anemone Ventures provides sound business infrastructure that enables clients to capture local opportunities. With a proven track record of success, Anemone Ventures shortens the time to market in the most cost effective way. Anemone Ventures' is well connected with the local business community along with the foreign Chambers of Commerce. Anemone Ventures reach has brought forward partnerships, co-developments projects, sales and strategic alliances to their clients.

Anemone Ventures takes a proactive role in bringing its knowledge and experience to their clients and supports in designing an efficient business development strategy; providing market researches, feedback on strategic planning & implementation, connection with relevant potential clients & partners, due diligence, strategic investment and partnerships. Anemone Ventures effectively acts as their clients' extended arm in Asia.

Anemone Ventures Taiwan offers the exciting and dynamic working experience on cross border businesses under multi-cultural working environment.

Personality:

A dynamic, forward-thinker, independent, and a well diverse person; who is interested in various business sectors; and considers him/herself proactive and a problem solver

Key responsibilities and accountabilities:

- Support our clients in their various business activities
- Support our clients in market entry, business development, partner identification, and relations in the targeted market
- Create connections and open channels on behalf of our clients
- Plan and organize visits schedules and represent our clients interests during business meetings
- Screen, identify and match relevant opportunities for our clients
- Extract and present data in coherent and logic way
- Seek for win-win situation between our clients and local partners. Progress our clients interests in business discussions
- Build and maintain clients - partner relationship
- Represent our interests on the ground and communicate feedback to further develop business opportunities and to avoid conflicts

- Seek ways to enhance sales opportunities for our clients
- Maintain knowledge and trends in local market in our clients sectors
- Build and develop network to improve company opportunities and to always add value to our clients
- Identify new opportunities for our clients
- Write reports and meetings summaries, prepare presentations, present projects updates, to our clients and managing director about ongoing activities
- Handle sales calls, phone and email inquiries, schedule planning, and meeting coordination
- Organize and coordinate clients' visits, meetings, and events

Specific Job Skills/Experiences:

- Business bachelors or fresh Master graduate
- Ability to communicate, speaking and writing, proficient in English and Mandarin
- Detailed oriented and a good planner
- Sales driven and service oriented
- Marketing and PR minded
- Team-player

Business Skills:

- Detail oriented and forward planner, with professional face-to-face, email and telephone skills
- Should have the ability to express him/her professionally in speaking and writing in both English and Mandarin
- Should be comfortable in dealing with external customers, various seniority levels, and with different departments
- Should have natural curiosity for business trends
- Should be marketing and business minded. Presentable and eager to improve own performance with company's growth

To apply for the position, please send your CV and Cover Letter to tw2@anemoneventures.com.
For any question, please contact Tel: (886)-2-27518057 or email tw2@anemoneventures.com.