



247tickets.com

247tickets is an innovative company combining ticketing, booking, payments and promotions and puts them together to offer providers a way of selling more and consumers an easy, intuitive way to buy. We're a one-stop shop for all large events, all the movies and out of box experiences that no one else has.

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Description of Role:

We are looking for a Business Development Assistant who will support the Business Development team in administrative functions. If you thrive in a fast-paced and exciting work environment with a high potential for growth, then this role is for you.

Responsibilities:

- Ensure content on event pages are correct and up-to-date
- Updating our platform with new events and experiences
- Updating sessions and stock of tickets for each event
- Checking and sending sales reports
- Communicating with promoters for marketing materials
- Assist with generating new event partners

Qualifications:

- Organized and detail oriented
- Strong grasp of English language
- Proficient in Chinese
- Basic understanding of Microsoft Word, Microsoft Excel
- Positive, can-do attitude
- Motivated and ambitious
- Excellent communication skills
- Ideally have knowledge of how to use Photoshop

If this sounds like you, we would love to have a chat. Please send your most recent CV to wangchao@247tickets.com. Thank you for your interest.