

<b>JOB TITLE</b>	<b>BUSINESS DEVELOPMENT ASSISTANT – EVENTS &amp; ACTIVATION</b>
<b>REPORTS TO</b>	<b>BUSINESS DEVELOPMENT MANAGER</b>
<b>JOB PURPOSE:</b> The position is responsible for driving business growth through physical engagement channels by planning, coordinating, and executing events, activations, and on-ground campaigns that generate leads and convert prospects into clients.	
<b>KEY TASKS, DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>Plan, organize, and execute events, activations, and physical marketing campaigns to promote Orient Asset Managers’ products.</li> <li>Identify high-traffic locations, corporate forums, and partnership opportunities for client engagement.</li> <li>Prospect, onboard, and manage clients generated through events and activations.</li> <li>Conduct product presentations and investor education sessions during events.</li> <li>Follow up on all leads generated from events to drive conversions.</li> <li>Maintain accurate records of event-generated leads and sales performance.</li> <li>Coordinate with internal teams to ensure branding, logistics, and compliance requirements are met.</li> <li>Prepare weekly and monthly sales and activity reports.</li> <li>Assist in the formulation of channel-specific activation strategies and operating plans.</li> </ul>	
<b>REQUIREMENTS</b> <ul style="list-style-type: none"> <li>Bachelor’s Degree in Marketing, Business Administration, Communications, or a related field.</li> <li>Minimum 1 year experience in events planning, activations, roadshows, or physical marketing campaigns.</li> </ul>	
<b>KEY COMPETENCIES</b> <ul style="list-style-type: none"> <li>Strong interpersonal and communication skills.</li> <li>Excellent planning and coordination ability.</li> <li>High energy, self-driven, and target-oriented.</li> </ul>	

**HOW TO APPLY:**

If you are interested in the position and have the required qualifications, skills and experience, kindly

[Click Here](#) and apply on or before **Sunday, January 4, 2026**.