

The Company

Oriental Remedies Group (ORG) comprises of *Oriental Remedies Clinic* - a leading patient-centered healthcare provider offering effective treatments grounded in Traditional Chinese Medicine (TCM) and enhanced with medical technology, and *Oriental Remedies Store* - our retail pillar.



We are a modern TCM start-up that grew from 2 to 60 people strong in merely 4 years. Despite the pandemic, we continued with our expansion to provide more patients with quality healthcare. We recently opened our flagship clinic in Orchard and will be starting at our fifth location in July 2023.

Not only were we awarded the Best TCM Clinic of The Year in Asia Pacific by Global Health Asia-Pacific in 2021, but we were also featured during Prime Minister Lee's 2022 May Day Rally speech for our safe and conducive workplace policies.

ORG does things differently - we believe that our employees are the key drivers of the company. We provide our employees with equal opportunities to initiate change and have a say in the work that they do while supporting them with coaches to guide them through challenges. With Employee Growth in our DNA and our belief that a good life begins with a good company, we hope to grow our team with dynamic talents who are independent workers committed to a growth mindset.

If you think you have the skills to power Oriental Remedies Group's growth, apply now!

Find us on:

👉 <https://www.orientalremediesgroup.com/>

👉 <https://www.instagram.com/orientalremedies/>

👉 <https://www.facebook.com/Orientalremediesgroup>

Business Development Executive

Job Responsibilities

Event Planning and Execution:

- Collaborate with internal stakeholders to understand event objectives and requirements.
- Develop comprehensive event plans, including timelines, budgets, and logistics.
- Coordinate and execute all pre-event, during-event, and post-event activities.
- Ensure seamless event logistics, including venue selection, catering, transportation, and equipment setup.
- Monitor event progress and make real-time adjustments as necessary to ensure a successful outcome.
- Set clear and measurable KPIs for each event, such as attendance targets, revenue goals, and participant satisfaction levels.
- Monitor KPI progress and take corrective actions to ensure targets are met or exceeded.

Communication and Liaison:

- Act as the primary point of contact for all internal and external stakeholders involved in events.
- Collaborate with various departments, including marketing, retail, customer success and operations, to ensure the successful execution of events.
- Provide regular updates to senior management on event progress, challenges, and opportunities.

Post-Event Evaluation:

- Conduct post-event evaluations to assess the success of events and identify areas for improvement.
- Analyze feedback and data to refine event strategies and enhance future events.

Job Requirements

- Possess a Diploma or Degree in Business, Events Management or equivalent.
- Preferably candidates with prior event management, logistics and business development experience.
- Strong project management and organization skills.
- Good team player with excellent interpersonal and communication skills.
- Possess budget management and financial acumen.
- Ability to work under pressure and meet tight deadlines.
- Able to adapt quickly to situations and comfortable working in a fast-paced environment.
- Strong negotiation and relationship-building skills.
- Comfortable working with Microsoft Office software and Google Suite.

Job Highlights

1. Annual Leave - 14 days onwards
2. Birthday Leave - We believe employee should take a day off to celebrate their birthday with their loved ones.
3. FREE TCM services and Tech-enhanced therapies for our employees, and 50% discount for employees' family members!
4. Great working culture - Fun and enjoyable workplace that embraces Diversity and Work-life balance/harmony.

Why Should You Join Us?

GREAT CULTURE AND ATMOSPHERE:

Because you will be working along with amazing and crazy fun people. We have cyclists, chefs, yogis, gamers, athletes, animal lovers, motivational and inspirational trainers, foodies, and many more. You'll definitely love your #workfam.

GREAT SALARY PACKAGE AND BENEFITS:

Because we offer benefits which are most desired and valued by people. We believe that the people in the team are the backbone of the company, the core of everything we do. This is why we invest so much in our employee's welfare and future.

GROWTH AND CAREER DEVELOPMENT:

Because the sky's the limit and we firmly believe that our employees' growth, development, and well-being are the most significant factor. We hope to grow with our employees, we want our people to shine brighter as they progress with the company.

DIVERSITY:

Because we value equity and inclusion. We are an equal opportunity employer who makes decisions without regard to age, identity, gender, race, colour, ethnicity, etc. We encourage our employees to be their true selves at work.