



**Position: Business Development/Marketing Junior Executive**

**Employment Type: Permanent (Full-time)**

**Location: 10 Jalan Samulun, Singapore 629124**

*5-day week with transport provided at a designated pick-up point.*

**Responsibilities:**

1. Appointment scheduling
2. Preparation of presentations and marketing material to clients
3. Assisting Business Development Manager ("BDM") in organising and attending overseas marketing trips
4. Learn about the relevant industrial sectors
5. Learn and promote company's products and services
6. Preparing and submitting of pre-qualification material
7. Assist BDM in liaising and coordinating with various departments on the projects and preparation of bids during tendering stage
8. Responsible for assigned projects from the beginning till completion

**Requirements:**

1. Bachelor's Degree in Maritime, Shipping, Business, Finance, or related field preferred
2. Internship experience in related field are most welcomed
3. Familiarity with relevant software such as Microsoft Office Suite
4. Strong Interpersonal and Communication skills (both verbal and written)
5. Critical thinking skills, analytical, organized
6. Ability to travel when necessary to meet with customers and attend conferences/exhibitions

*Interested applicants to email your resumes to [hr@bakertech.com.sg](mailto:hr@bakertech.com.sg) stating **expected salary and earliest possible start date.***

*We regret to inform that only suitable applicants will be contacted for an interview.*