



Position: Marketing 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. Visiting local and overseas key customers
2. Managing and liaising with principals, sales and marketing agents, project sub-contractors and local and overseas government agencies
3. Assist in preparing tenders, quotations, invoices and sales enquiries
4. Follow-up, monitoring and liaising with customers on after-sales-service
5. Preparing and updating reports and file notes
6. Managing customers, including sporting activities and entertainment
7. Liaising between departments and companies within the group
8. Supporting sales and marketing on day-to-day administrative duties, i.e. arranging meetings, seminars, and updating of promotional materials

Requirements:

1. Minimum 5 years of experience working in a marine/offshore/construction/steel industry either with shipyards or marine equipment manufacturers or civil contractors or steel fabrication companies
2. Minimum diploma in Business (all disciplines), Engineering or Marketing
3. Strong communication and coordination skills
4. Computer literacy
5. Good presentation skills a must
6. Able to work independently

*Interested applicants to email your resumes to 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.