

Junior Business Development Executive

Employment Type: Permanent (Full-time)

Location: 10 Jalan Samulun, Singapore 629124

Responsibilities:

- Report to Business Development Manager for daily progress of targets and objectives.
- Support Sales & Marketing on day-to-day administrative duties, i.e. arranging for meetings, seminars, and updating of promotional materials.
- Assist the company in acquiring new customers, develop new products and services on top of existing ones in aim of expanding the business and clientele base.
- Develop and manage relationship with local and overseas key customers through visits and networking, including sport activities and entertainment.
- Assist in preparation of tenders, agreements, quotations, invoices and sales enquiries.
- Follow-up, monitor and liaise with customers on after-sales-service.
- Prepare and update presentations, reports and file notes.
- Understand and comply with shipyard's integrated management system.

Requirements:

- Possess a business-related diploma/degree or other relevant qualifications.
- No experience required.
- Only Singaporeans/SPR.

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.