

## Business Development Executive / Engineer

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

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

### Responsibilities:

- Support the Business Development Manager in acquiring new customers, develop new products and services to expand the business and clientele base.
- Learn about the relevant industrial sectors.
- Learn and promote company's products and services.
- Preparation and submission (where relevant) of presentation materials, pre-qualification bids, tenders, agreements, contracts, quotations, and marketing material to clients.
- Identify risks to the Company during pre-qualification, tendering and contracting stages.
- Assist Business Development Manager in liaising and coordinating with various departments on the projects and preparation of bids during tendering stage.
- Assist in organising and attending overseas marketing trips and trade exhibitions.
- Conduct presentations to both large and small client groups.
- Build sustainable relationships with all clients.
- Continuous maintenance and improvement of Customer Relationship Management database.
- Control of clients' documentation for internal circulation.
- Coordinate and conduct detailed contract and document reviews under Business Development Manager's supervision.
- Perform any other tasks as may be assigned by the supervisor.
- Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QSHE) policies, practices, and procedures at all times.

### Requirements:

- Minimum Diploma in Engineering, Business or Marketing or related disciplines.
- Minimum 3 years experience in retail or marketing roles for Diploma Holders. Fresh graduates are encouraged to apply.
- Strong interpersonal and communication skills, both verbal and written, coupled with a genuine passion for connecting with people and a naturally likable personality.
- Proven oral, written and presentation skills.
- Excellent analytical, problem-solving ability, collaboration skills, and the ability to drive results.
- Strong critical thinking skills, organizational skills, attention to details.
- Able to work independently if required and manage multiple projects in a fast-paced environment.
- Ability to work outside of working hours, travel when necessary to meet with customers, attend conferences/exhibitions, clients' luncheon, and dinner events as well as industrial networking sessions.

Interested applicants to email your resumes to [careers@bakertech.com.sg](mailto:careers@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.*