



Sales & Marketing Junior Executive

Employment Type: Permanent (Full-time)

Location: 10 Jalan Samulun, Singapore 629124

Responsibilities:

- Manage & administer to sales enquiries promptly according to requirement
- Prepare quotations, tenders, agreements for customers (for equipment and spares sales and service items) and costing up requirements
- Develop & maintain good rapport with all customers and business partners
- Coordinate between customers/business partners and operation team to fulfil customer needs
- Work closely with sales/technician team to support customers on sales, services enquiries, order processing & logistic matters
- Assist in preparation of sales report, support sales related matters and other duties assigned by superior
- Support Sales & Marketing in day-to-day administrative duties including arranging for meetings, seminars and updating of promotional material
- Maintain a register of quotes and sales enquiries and follow up with internal team and clients
- Understand and comply with the Company's quality, safety, health and environmental policy

Requirements:

- ITE grads, Diploma in Engineering or equivalent
- Good team player who is proactive, independent & resourceful
- Good communication, coordination and time management skill
- Excellent organisational skills

Interested applicants to email your resumes to hrexec@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.