

## **Sales Executive / Account Manager**

### **Job Description:**

- To generate new businesses for preventive maintenance contract in the IT environment
- Identify and develop new business opportunities to achieve set sales target
- To understand market dynamics and customer needs
- Planning and executing sales action plans to engage prospects & follow-up on prospects
- Follow up activities to encourage timely closing of sales
- Prepare costing, quotations to customers
- To coordinate with the technical team on fulfillment of sales contract secured
- Follow through on internal processes to ensure smooth delivery to customers
- Provide regular internal reports to superior to further enhance performance

### **Requirement:**

- Min. Diploma holder in M&E or IT related field
- Min. 1 year (Sales Executive) / Min. 2 years (Account Manager) relevant sales experience in M&E or IT environment
- Possess own transport strongly preferred
- Proven track record in achieving sales targets
- Competent in Microsoft Office
- Team player with good interpersonal skills
- Sales driven and self motivated with a positive thinking
- Able to handle pressure
- Able to work independently
- Well groomed and presentable
- Pleasant with good attitude and initiative
- ONLY Singaporean or PR need to apply

**Office location:** MacPherson MRT

### **Application**

Please fill in contact form and attach recent resumes with a covering letter in PDF format:

- Please state the position you are applying for in the message field
- A recent photo
- Current and expected salary
- Availability to start work

We regret that only shortlisted candidates will be notified.