

SALES EXECUTIVE

We are looking for highly motivated and skills candidates to join us. If you are interested in upskilling and reskilling people, please write to us

Responsibilities	<ol style="list-style-type: none">1. Up-to-date with market trends and competitors tracking for the assigned programme groups2. Manages marketing communications and branding campaigns and activities3. Plan and execute marketing outreach activities targeting corporates with relevance to programme types4. Maintains working business relationships with partners and corporates including self-help groups5. Supports company stakeholders in terms of communications and collaterals6. Executes ad-hoc projects and ensures timely communications and delivery7. Coordinate with the planning division in structuring course planner in line with demand sensing and target to achieve for different programmes.8. Achieve set targets under assigned programme groups9. Achieve excellent customer satisfaction10. Other Business Development and Sales related tasks
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Requirements
<ul style="list-style-type: none">● Educational level of at least Higher Secondary/Pre-U/A level/College in any field● Proficiency in Microsoft Office in particular MS Word and MS Excel will be essential● Minimum 2 year(s) of working experience in the related field, preferably Executives specializing in les and Marketing, preferably in the Education sector● Good team player and able to interact well with others● Good command in English (Oral & Written) in order to liaise with attendees● Sales-driven, Good with numbers● Strong written and verbal communication skills● The ability to handle pressure and meet deadlines● Skill in prioritizing and Excellent time management● Attention to detail

Kindly send detailed resume to hr@eduquest.sg with notice period and expected salary details.