



Job Description

Title: Business Development Executive

Based at: Singapore

Key responsibilities and accountabilities:

Responsibilities:

- MICE, Exhibition and Event industries would be preferred but is not essential
- To be responsible for the achievement of overall sales target through creative sales & marketing pitches and excellent customer service to all our existing customers as well as new clients
- Able to develop, create and conceptualize events and exhibitions to clients.
- Responsible for the achievement of sales target through excellent customer service.
- Build new account and to maintain existing customer base through creative sales and marketing pitches
- Prepare and deliver effective sales proposals and/or tenders through excellent cost control and innovation.
- Able to communicate in Chinese and English with our customers.
- Do presentation to client from time to time.
- Follow-up on payment by clients and to ensure there is no bad debts.
- Oversee the entire planning and coordination for the delivery of the project

Requirements:

- Singaporeans, PR and Malaysians are required to apply
- Good attitude and compose under pressure
- Good interpersonal and communication skills
- Able to work on Sunday and Saturday if required

Qualified or interested candidates, please submit your updated resume in MS format to us at

johntee.bideas@gmail.com and jude@bideasproductions.com. We will get back to you soon

for a confidential discussion. Please include the following information in your resume:

- Recent photograph
- Reason(s) for leaving
- Current and expected salary
- Date of availability / Notice period

We regret to inform that only shortlisted candidates would be notified, we wish you all the best in your career search.