

# Sales Executive

## Responsibilities:

- Develop and drive sales strategies
- Manage sales & promotional activities
- Prepare sales reports
- Provide good before\after sales service to our clients
- Grow pipeline and bring in new businesses
- Coordinate class progression and retention
- Facilitate training plans
- Chase for payments from clients
- Liaisons between clients and coordinators
- Come up with marketing strategies
- Promote training courses in different social media channels
- Gather feedback of clients and inform coordinators or trainers

## Requirements:

- Diploma Holder or equivalent
- Minimum 2 years relevant work experience
- Creative, sales driven personality with excellent interpersonal and communication skills.
- Good knowledge of software applications.
- Knowledge of building and engineering construction will be an advantage.

Only Singaporeans/PRs need apply.