

MAE Alumni Job Opportunity Form**1. Position / Title****Closing date**

Sales Executive (Certification Services)
(Ref. no. [STS/S&M/CT_HJ](#))

[06 July 2018](#)

2. Duty / Responsibility

- Identify target new/ strategic customer segments, industry sectors based on assigned targets
- Develop customers contacts/ engagement plans (weekly and monthly)
- Meet customers to present products/ services
- Attend to customer enquiries within the specified response TAT
- Prepare and submit approved quotations to customers
- Monitor submitted quotations, follow-up promptly with customers and report quotation status
- Participate in trade exhibitions, conferences, seminars and/ or other networking sessions
- Support Business Line Managers to achieve on-sales targets

3. Requirement / Qualification / Experience

- Diploma in any discipline
- Possess good knowledge in MS office Applications
- Possess good communication skills, positive working attitude and be able to relate well with people
- Self-motivating to achieve, self-driven and exceed sales targets

4. Other(s)

- Location: Jalan Boon Lay.
- Interested candidates (ie. **SP Alumnus**), please send resume and indicate “**SP – Your name – Position/ Ref. no.**” in the subject line.

5. Company information

Name of contact person	Lim Ai Ling
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Company Name	Singapore Technologies Kinetics Ltd
Company address	249 Jalan Boon Lay S (619523)