



## **Business Development Executive**

Contract Convertible to Permanent basis

(\$2300 to \$2600)

### **RESPONSIBILITIES**

1. To source and service new and existing clients
2. To promote new courses
3. To propose suitable training solutions to customers via various channels (Social Media, Virtual Sessions, Telemarketing, and events.)
4. To build good rapport and liaison with agencies and external stakeholders;
5. To assist in providing quotations, pre and post sales support to customers
6. To assist in identifying and execute marketing and publicity opportunities and constantly seek innovative ways to raise the profile of ELITC
7. To assist to co-ordinate, execute and manage events
8. To travel overseas for assignment when assigned
9. To assist in any other ad-hoc task or any other special projects assigned

### **REQUIREMENT**

- Candidate must possess at least a Diploma preferably from local polytechnic
- Candidate with at least 1 year of relevant experience will have added advantage
- Highly self-motivated and results-driven
- Excellent interpersonal communication and good presentation skills
- Proficient in Microsoft Office
- Fresh graduates are welcome to apply