

JOB DESCRIPTION

Job Title : Sales Project Executive
Department : Sales & Marketing
Reporting Officer : Sales General Manager

Job Brief:

We are looking for a competitive and trustworthy **Sales Project Executive** to help us build up our business activities.

Job Purpose:

Working as part of a dynamic and vibrant team; the incumbent works towards achieving personal and group sales for the company. The job is based on setting up a strategy and executing vis-à-vis servicing of existing accounts; finding new prospects and sales leads and converting them into recurring customer.

Sales Executive responsibilities include discovering and pursuing new sales prospects, negotiating deals and maintaining customer satisfaction. If you have excellent communication skills and feel comfortable reaching out to potential customers to demonstrate our services and products through email and phone, we'd like to meet you.

Main Areas of Responsibility

- Exploration of new customer base & key account management
- Accountable for monthly and yearly sales forecast
- Conducting market research to identify selling possibilities and evaluate customer needs
- Actively seeking out new sales opportunities through cold calling, networking and social media.
- Setting up meetings with potential clients and listening to their wishes and concerns
- Site survey and works coordination
- Provide quotation and engagement with customer up to sales award
- Aptitude in delivering attractive presentations
- Project coordination [as when required]
- Selling Product/Services principally; 1) Relocation 2) Packing/Crating 3) 3PL – Warehouse & Transportation 4) Machine/Equipment Installation
- Adhoc tasks as and when required

Requirements and skills

- Proven experience as a Sales Executive or relevant role
- Proficiency in English
- Excellent knowledge of MS Office – EXCEL, POWERPOINT
- Hands-on experience with CRM software is a plus
- Thorough understanding of marketing and negotiating techniques
- Fast learner and passion for sales
- Self-motivated with a results-driven approach
- High school degree
- Previous experience in freight forwarding; logistics background/training is advantageous.

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to Michael.tan@chasen-logistics.com.

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)