



PR/095029 | Sale Executive

Job Information

Recruiter[JAC Recruitment Singapore](#)**Job ID**

1540441

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 18th, 2025 08:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client, an electrical manufacturing company is looking for a **Sale Executive**.

Office Location: CBD area.

JOB RESPONSIBILITIES

- Create product and functional specifications for the company's products and promote to Users/Property Developers/Consultants for pre-tender requisites.
- Early identification of new projects and opportunities to promote the company's products.
- Create list of projects from pre-sales activities until tender, success is measured on whether specifications are used.
- Conduct market survey, analyze competitors' activities and develop sales opportunities.
- Support the sales team in sales activities, road shows, exhibition and road shows.

- Prepare weekly/month reports to Sales Manager.

JOB REQUIREMENTS

- Minimum 3 years sales and marketing experience, knowledge and technical competency in BMS / ELV / Security / Fire Alarm / Pro-sound / Audio Visual / Public Address Systems.
- Passion for audio technology and sound quality.
- Proactive, resourceful and eager to explore new business areas.
- Good interpersonal and communication skills.
- Good contacts with Users/Property Developers/Consultants.
- Computer literacy in MS Office. AutoCAD will be an added advantage.
- Possess own transport, either car or motorcycle. (Advantage)
- Willingness to learn about audio.
- Diploma/Degree in Electrical/Electronic Engineering or related discipline

SKILL

- Ability to develop detailed product and functional specifications.
- Skills in promoting technical products to various stakeholders such as users, property developers, and consultants.
- Early identification and tracking of new projects and opportunities.
- Managing pre-sales activities and ensuring specifications are used in tenders.
- Analyzing competitors' activities to identify sales opportunities.
- Supporting the sales team in various activities, including road shows and exhibitions.
- Organizing and participating in promotional events.
- Preparing detailed weekly and monthly reports for the Sales Manager.
- Strong communication skills to interact effectively with stakeholders.
- Working collaboratively with the sales team and other departments.

OTHER INFORMATIONS

- Monthly basic salary: S\$4,500~5,000 with AWS (1 month) and VB depending on company performance
- Working hour: 9:00AM-5:45PM
- WFH: None
- Annual Leave: 14days per year

JAC Recruitment Pte. Ltd.

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Company Description