



PR/096196 | M&E Sales and Coordinator

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1564301

Industry

Tourism

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 18th, 2025 08:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: M&E Sales and Coordinator

Location: Singapore

Your New Company: A leading travel and event solutions provider is seeking a motivated and experienced M&E Sales and Coordinator to join its Singapore team. The company specializes in delivering high-quality meeting and event services, and is expanding its commercial team to support growing demand across corporate and industry clients.

Your New Role: As an M&E Sales and Coordinator, you will be responsible for driving sales, managing client accounts, and coordinating the execution of corporate events. You'll work closely with internal teams and external stakeholders to ensure seamless delivery and client satisfaction, while contributing to the company's growth in the Singapore market. **Key Responsibilities:**

- Drive sales and manage accounts to meet revenue targets for M&E and event services.
- Identify and pursue new business opportunities in the Singapore market.
- Build and maintain relationships with decision-makers in target companies and the events industry.
- Create and present compelling sales proposals and presentations.
- Collaborate with internal teams (sales, operations, finance) to ensure smooth event execution.
- Attend trade shows and networking events to promote services and generate leads.
- Maintain accurate records of sales activities and client interactions.
- Provide regular sales forecasts and performance reports.
- Conceptualize, plan, and manage events such as conferences, seminars, product launches, and corporate meetings.
- Develop marketing and promotional materials for events.
- Ensure compliance with local regulations and secure necessary permits.
- Stay updated on industry trends and best practices.
- Perform other ad-hoc tasks as assigned.

Qualifications:

- Bachelor's degree in Business, Marketing, or a related field.
- Minimum 3 years of experience in hospitality or event sales.
- Proven track record of meeting or exceeding sales targets.
- Strong knowledge of the M&E industry in Singapore.
- Excellent networking, communication, and presentation skills.
- Strategic thinking and marketing capabilities.
- Cultural sensitivity and understanding of local business practices.
- Fluent in English and one additional language (Chinese, Malay, or Tamil) to liaise with clients and partners.
- Proficient in Microsoft Office and quick to learn new software tools.

Ready to Take the Next Step?

Interested applicants, please click [APPLY NOW](#) for a confidential chat.

Do note that we will only be in touch if your application is shortlisted.

Chen Pinru
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R25130085

#LI-JACSG
#countrysingapore

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Company Description