



## PR/096196 | M&E Sales Specialist

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1570854

**Industry**

Tourism

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

January 27th, 2026 12:01

### 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:** Sales Specialist

**Location:** Singapore

**Your New Company:** A leading travel and event solutions provider is seeking a motivated and experienced M&E Sales Specialist 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:** 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 (agency background preferred)
- Proven track record of meeting or exceeding sales targets.
- Strong knowledge of the M&E industry in Singapore.
- Fluent in English and one additional language (Chinese, Malay, or Tamil) to liaise with clients and partners.

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

#countriesingapore

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Company Description