



## PR/095641 | Business Development Manager (Exhibition / Event)

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1583812

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

April 7th, 2026 09:00

### 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

**Company Description**

The client is a full-service production company providing end-to-end design and build solutions, supported by in-house creative, project management, and production teams. They focus on delivering quality, creativity, and reliable service at competitive rates.

**Responsibilities**

- Contribute to the development of sales strategies and business opportunities to support revenue objectives
- Monitor performance against targets and prepare progress updates when required
- Coordinate with clients to understand project objectives, creative direction, and technical requirements
- Oversee client communications to ensure expectations are aligned throughout the project lifecycle
- Prepare cost estimates, budgets, and supporting documentation for proposals, tenders, or quotations
- Translate client requirements into clear briefs for design and project teams
- Coordinate and attend meetings with consultants, vendors, contractors, and other stakeholders to ensure project alignment
- Work closely with operations teams to address and resolve project-related challenges
- Prepare and submit required documentation to property management, venue operators, or relevant authorities within stipulated timelines
- Conduct quality checks during fabrication and on-site execution to ensure compliance with project specifications
- Monitor project progress and proactively address issues to ensure timely and successful completion

- Perform additional responsibilities as assigned to support overall business and project objectives

Requirements

- Diploma, Degree, or equivalent professional qualification
- At least 2 years of relevant experience in project coordination, events, or related fields
- Strong written and verbal communication abilities
- Ability to work collaboratively while managing multiple tasks in a dynamic environment

Varick Lee  
EA Personnel: R2197221  
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#LI-JACSG  
#countrysingapore

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Company Description