



PR/097188 | M&E Sales Executive / Assistant Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1599661

Industry

Tourism

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:50

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

Key Responsibilities:

- Drive new business growth by achieving sales targets and key performance indicators
- Identify and engage prospective clients through proactive outreach, networking, and referrals
- Build and manage a strong sales pipeline to support consistent revenue generation
- Lead client presentations, proposals, and pitch engagements
- Understand client needs and deliver tailored event and meeting solutions
- Develop long-term relationships to encourage repeat business and upselling opportunities
- Collaborate with internal teams to ensure seamless execution of meetings and events

- Support event coordination and ensure successful on-site delivery
- Represent the company at industry events, trade shows, and networking sessions
- Contribute to additional projects and responsibilities as required

Requirements:

- 3–5 years of experience in B2B sales, ideally within events, MICE, or agency environments with hunter mentality
- Proven ability to drive revenue growth and secure new business
- Strong consultative selling approach with the ability to understand and solve client needs
- Experience engaging corporate clients and key decision-makers
- Highly motivated, results-oriented, and able to thrive in a target-driven environment

Varick Lee
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#LI-JACSG
#countrysingapore

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Company Description