



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

募集職種

人材紹介会社

ジェイエイシーリクルートメントシンガポール

求人ID

1583812

業種

土木

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年03月24日 10:13

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

JAC Recruitment Pte Ltd (90C3026)

#LI-JACSG

#countrysingapore

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会社説明