



## Job Description

<b>Job title:</b>	Sales Executive
<b>Reporting to:</b>	Business Head / Line Manager
<b>Hours:</b>	Monday to Friday – 9 am to 6 pm
<b>Location:</b>	Singapore

### Job Role

Sales Executives help to drive a business forward by selling its products or services to customers. Your role as a Sales Executive is to sell a company's products and services to individuals, businesses and government organisations. Sales reach will be to a combination of both domestic and international clients.

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- Understand the need/requirements of clients and provide solutions to clients.
- Follow established sales processes and guidelines to promote and sell Marine Security Guard Services, Offshore Diving Division Services and NAVCOM Services.
- Analyse and understand market insights and the customers buying behaviour and make sales plans according to the business division strategy and targets.
- Be active in the market and focus on inside customer interactions, but including some visits, focusing on customer needs. Understanding and delivering the value of our services.
- Develop complex and value quotes reflecting the customer needs stressing the unique selling points.
- Actively follow up the quote in order to understand if the proposed value is understood and if it is matching the customer needs.
- Business development, follow-up with clients and liaise with third party as per situations.
- Be an excellent negotiator and closer of deals with customers
- Manage customer relationships by quality work and fair dealings
- Work closely with HOD / LM to be proficient in cost planning and budgeting to determine the project's cost baseline and negotiate accordingly with clients.
- Represent the company for workshops, webinars, seminars, exhibitions, etc. to build a connect with clients and showcase our services.
- Research and acquire new clients and latest trends in our business to increase business turnover
- Any other duties as assigned by the Managers and Directors to be professionally executed.

### Prerequisites

- Diploma or Degree in Maritime business is an advantage.
- Freshers in Marine industry, if have any relevant experiences is an advantage.
- Fluent in spoken and written English
- Fluent in spoken Mandarin
- Positive working attitude and willingness to take up new challenges

### KPI

- **Sales Target– 30%**

Monthly sales growth percentage must be up by 5%

Monthly revenue per new client

Monthly revenue per return clients

- **Client reach and connect – 30%**

Minimum 40 client calls per week / Call conversion KPI 80%

Minimum 60 Emails to prospective clients per week / Email conversion KPI 80%

Minimum 20 client visits/e-meetings per week as per the country pandemic guidelines / Conversation KPI 80%

- **Collections – 30%**

Ensure payments are made by clients as per contract agreement – 0 lapse

- **People Learning, self-growth & Networking– 10%**

Attend at least one relevant personal development related webinar/training once each quarter specific to your job role or personal development.

Take initiatives to network within the market (Shipping, IT personnel, etc.)