

Job Role: Account Manager

Duties & Responsibilities:

- Responsible for developing new business opportunities
- Generate new leads and responsible for revenue of business units.
- Identify market requirements and connect with potential clients
- Plan, establish and maintain good client relationships.
- Implement the process from contract to campaign commencement.

Requirements:

- Self-driven and highly resourceful
- Excellent interpersonal and presentation skill
- Diploma/Degree holder in Business/Marketing or its equivalent
- Well-versed in written and communication skills.
- Preferably with Out-Of-Home media advertising experience

Job Role: Admin Executive

Duties & Responsibilities:

- Full spectrum of secretarial and administrative duties
- Handle all private and confidential matters of company and Director
- Answering queries and redirecting calls when necessary
- Organise and schedule internal and external meetings
- Maintain proper filing system
- Requisition and maintenance of office
- Attend to visitors of all levels

Requirements:

- Good MS office skills
- Hardworking with high initiative and willing to take on new challenges
- Self-driven and willing to learn
- Enthusiastic, results-oriented, and able to work independently

Job Role: Sales Account Executive

Duties & Responsibilities:

- Present, promote and sell products/services to existing and prospective customers
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationships
- Reach out to customer leads through cold calling
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed upon sales targets and outcomes within schedule
- Keep abreast of best practices and promotional trends
- Manage end to end campaign for the project and account.

Requirements:

- 2-3 working experience in the creative, media and advertising industry
- Hungry, self-driven and determined

Job Role: Sales and Course Admin Executive (Traineeship)

Duties & Responsibilities:

- Identify the competition in sector, challenges, and opportunities
- Learn from the winners and losers
- Plan, Do, Check, Act to achieve your desired outcomes
- Identify areas for your professional development and mentoring
- Build relationships with the various supporters' network.
- Identify prospects, explore customers' needs to provide solution
- Seek referrals and value-add by proposing new opportunities and feedback.
- Remain current on industry trends, market activities, and competition.
- Collect, analyze, and summarize recommendation for improvement.
- Establish and enforce organization standards to maintains quality service
- Contributes to team effort by accomplishing related results as needed.

Requirements:

- Committed to continuous learning and do what you set out to do
- Take ownership and adopt self-employed mindset to create value
- Self-confidence, action oriented and trustworthy
- Invest time and resources on updating professional and technical knowledge
- Establishing personal networks and participate in professional societies.

Job Role: Financial Consultant

Job Responsibilities:

- Find out where clients want to go, provide financial planning options and advice based on clients' financial and protection needs and guide the way
- Take proactive approach and holistic view of clients' finances, interpret complex financial concepts, and make it easy to understand
- Provide expert knowledge about all things financial, and to know how to apply that knowledge to clients' unique sets of circumstances and needs
- Understand client deeply and encompassing beyond the superficial understanding of a person's general needs, intentions, or desires.
- Develop financial planning roadmap and apply in our own lives the planning, relationship skills and leadership we want to offer to clients and their family
- Invoke confidence, trust and build a good reputation to enhance client interest
- Applying the principles of Motivational Interviewing, Appreciative Inquiry, and Positive Psychology.
- Develop the strength to be vulnerable by spending a lot of time in self-reflection and personal growth.

Requirements:

- Minimum full certificate in GCE 'A' Level, Diploma awarded by a polytechnic in Singapore or equivalent. International Baccalaureate Diploma qualification.
- At least 21 years old (MAS requirement)
- Good organisational skills, time and task management,
- Drive, determination and motivation to follow through