

## Dreiheit House International Pte Ltd

(Company Reg. No. 201027432M | GST Reg. No. 201027432M)

7030 Ang Mo Kio Avenue 5 #04-27 Northstar Singapore 569880

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Email: [info@dreiheithouse.com](mailto:info@dreiheithouse.com) | Website: [www.dreiheithouse.com](http://www.dreiheithouse.com)



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### **Business Development Executive**

#### **Dreiheit House International Pte Ltd**

#### **Responsibilities :**

- Manage corporate account / develop new business with corporate clients.
- Target market by developing, implementing and executing sales action plans and strategies.
- Source for new and appropriate clients.
- Prepare quotation and proposals to clients.
- Monitor sales and follow up with clients.
- Meeting of sales target and boosting sales.
- Project accurate representation of Company to clients.
- Liaise with warehouse and logistic colleagues to ensure timely delivery of goods.
- Liaise with Finance to ensure timely invoicing and payments are received from clients.
- Process purchase and sales orders.
- Prepare periodic reporting.
- Be cheerful and well groomed at all times.

#### **Requirements :**

- Singaporean are welcome to apply.
- Ability to build strong business rapport at all levels.
- Able to work under pressure and tight deadlines.
- Hardworking and reliable.
- Adaptable and flexible.

#### **Personal Attributes :**

- Independent and resourceful.
- Good communication & interpersonal skills.
- Passionate for hospitality industry.

#### **Other Information :**

- Job type : full time, permanent.
- 5 days work week, 9am to 6pm.

Only shortlisted candidates will be notified.

Please forward detailed resume with recent photo, indicating reasons for leaving, last drawn salary, expected salary and date of availability in MS Word format to: [hr@dreiheithouse.com](mailto:hr@dreiheithouse.com).

We regret to inform only shortlisted candidates will be notified.

Thank you for applying. Have a great day ahead!