**Sales and Marketing Executive**

**Job Description**

* Forge and nurture enduring client relationships to expand our certification programmes and training courses
* Engage with leads via social media, messaging apps, and email, turning prospects into partners
* Present our training solutions directly, addressing client needs with tailored recommendations
* To make outgoing calls to promote training courses to potential clients/companies
* To make research or background studies on potential clients/companies
* Coordinate training programmes, including scheduling, venue booking and set-up, handling payments and HRD Corp grant and claim submissions, and training registration
* Assist in the administration of training including enrolment, organising the training sessions, attendance taking, compiling evaluation feedback, and updating of training results and records, processing of funding and certificates, proper documentation, and filing
* Ensure training operations are carried out smoothly and highlight exceptions
* Liaise with the relevant agencies and institutions on their training requirements including submission of training records, results, certificates, and funding applications
* Process and ensure proper billing of courses
* Monitor and track collection of various forms of receivables including bills, fundings, etc

**Job Requirements**

* Ambitious individuals with one to two years of sales and marketing experience, preferably with a training provider
* Bachelor’s degree in relevant field
* A self-starter who is highly focused on delivering excellent services and developing effective relationships throughout the organisation
* Detailed oriented talent with excellent time and work load management skill

**How to Apply**

Interested applicants, please apply with your current and expected salaries, full personal and career details, contact numbers and notice period required to hr@prominentsustainability.com. The closing date for application is 15 March 2024. Only shortlisted candidates will be contacted.