

Now Hiring

Senior Business Development and HR Executive

A leading Engineering consulting firm is looking for a Senior Business Development and HR Executive to manage business development, marketing and strategic Human Resource initiatives of the firm. Involved in the lead conversion process from market research and tender preparation, to services appraisals once projects are completed. International work exposure is highly desired.

Responsibilities

- Lead marketing, business development and HR initiatives
- Monitor tender preparation and submission
- Update, create, distribute marketing collaterals including but not limited to Brochures, newsletters, presentations, tender interviews, corporate gifts, etc
- Update the corporate website
- Manage social media accounts
- Conduct outreach to prospect clients and current clients
- Business Strategy
- Manage the Human Resource programmes

Requirements

- Bachelor's degree in Business, Marketing, Communications, or Engineering
- At least 3 years of experience in B2B business development or marketing. Experience in the Engineering Consulting industry a plus
- Knowledge of Wordpress a plus
- Proficiency in Adobe Creative Suite: Photoshop, InDesign, Illustrator a plus
- Able to work independently with little supervision
- International exposure
- Applicants with more experience will be considered for higher roles

If you feel like you meet the above requirements and would to take on the challenge, please email us your CV and cover letter to hr_eqr@ecas.com.sg. We are afraid only shortlisted candidates will be contacted.

ECAS offers civil, structural, geotechnical, mechanical, and environmental engineering services to clients of the public and private sector in Singapore. Drawing on our 20 years of experience, we provide consultancy, design and accredited checking services with expertise in rail, bridges, tunnels, and building works.

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