



JOB DESCRIPTION: Sales Support Intern (Singapore)

The Sales Support Intern is a key role that supports CXC's integrated sales and marketing function to accelerate client growth. The role's primary responsibility is to drive lead generation and support sales pursuits and digitized marketing activity. Outcomes generated by the role will include an increased level of sales prospecting, extending the breadth and depth of stakeholder engagement within target companies/markets, an increased number of business development meetings, additional sales opportunities generated and a higher conversion.

The Sales Support Intern is responsible for providing sales and marketing support including:

- Identify key contacts and players within companies to target
- Drive more quality leads and/or prospects into the business
- Management of CXC Salespeople LinkedIn Activity
- Provide internal statistics through reporting to support the sales team
- Engage with new business prospects for the sales team through your own sourcing
- Social selling to find, connect with, understand, and nurture sales prospects
- Work in close collaboration with the sales team on new business initiatives
- Qualifying leads as required
- Route qualified opportunities to the appropriate sales executives for further development and closure
- Tracking monthly performance and sales metrics based on your activity
- Performing data entry tasks for sales figures, metrics, and other relevant information and maintaining an organized and accessible filing system

In the absence of formal qualifications, the ideal candidate will possess the following key attributes:

- Strong written and verbal communication skills
- Attention to detail
- A high degree of organisation
- Capacity to work independently
- Ability to constantly improve and optimise
- Confidence and tenacity

Additional Information

This role would require you to work from 9 am to 6 pm on Tuesday, Wednesday, and Thursday.

The salary range is between SGD500 to SGD1,000. **Singaporean/PR only.**



About CXC

CXC was established in Australia in 1992 to help companies manage their global contractor population. Their success to date has seen them expand to offices in the Americas, Europe, Asia and Australia.

Working with some of the largest international enterprises, startups, and large technology companies, CXC provide them with compliant contractor management and payment programmes. They have an entrepreneurial culture, which is agile and a brilliant place to work.

Candidate Requirements

- High School Diploma or equivalent
- Bachelor's or Associate's degree in Marketing, Business, or a related field may be advantageous
- Experience in administration and high-volume office work may be advantageous
- Strong analytical, organizational, and time management skills
- Excellent team working, motivational, interpersonal, communication, and customer service skills
- Computer literacy, IT skills, and typing skills
- Solid understanding of sales principles and customer service practices
- Well versed with working knowledge on MS Microsoft especially MS Word, MS Excel & Inhouse sales support system

Your Personality

- You have a good attitude and willingness to learn.
- You are a team player that values honesty and transparency
- You are hardworking and can multitask and quickly switch your focus
- You have excellent time management skills and can work independently
- You are self-motivated and results driven
- You have excellent communication and interpersonal skills
- You are open to change and enjoy the challenge of unfamiliar tasks

If this sounds like an environment in which you will flourish, send us your CV at ela.matesa@cxcglobal.com.