



TRIPLE P
PROJECTS

About Triple P Projects

Triple P Projects is a privately owned real estate management company that shapes neighbourhoods by future-proofing conservation properties and forging communities.

Borne out of a passion for adaptive reuse, Triple P Projects develops and operates the brands that breathe new life into heritage buildings to shape resilient, sustainable and vibrant neighbourhoods.

Our Ecosystem of Brands:

- Triple P Management – Retail & F&B
- The Working Capitol – Co-working
- Co-Living - Coming Soon!
- Proptech - Coming Soon!
- Placemaking - Coming Soon!

Sales Executive

We are looking for a Sales Executive to join us:

As part of The Working Capitol's Relationships team, your main responsibility will be to drive sales and occupancy rates for the business. You will help to cultivate the sales strategy that distinguishes our brand, establish systems that track and measure revenue and occupancy success. You will be a catalyst to creating connection and shared experience between our entire portfolio and their end users and patrons – creating an ecosystem bringing people, ideas, businesses, concepts and lifestyle together through Triple P.

Your main job responsibilities will include:

Creating & Maintaining High Occupancy Levels

- Working closely with the Relationship Manager to provide administrative support
- Working in line with the organization's aims and objectives to achieve and maintain targets
- Analyze data and follow up with members on their renewals, overdue rental payments, and any concerns or issues raised by members
- Support in different areas of the member's journey, from creating accounts and access cards to sending member announcements.
- Conduct site walk throughs for all guests to introduce TWC and every interactive touchpoint.
- Work with the Community Team to manage the move-in and move-out of members from Work desks and Workspaces, ensuring spaces are setup and reinstated.



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Maintaining a Database of Members

- Developing the relevant knowledge and understanding to draft proposals and tenancy agreements
- Able to find and follow up on new leads to constantly refresh available units/spaces within The Working Capitol.
- Carrying out background research and present findings
- Being involved in decision making processes that identify the right members profiles that are aligned to The Working Capitol's brand

Network Building

- Initiate and lead alliances with relevant industry groups, key opinion formers, key forums and other stakeholder groups
- Foster relationships with relevant local freelancers, partners and agencies to extend our marketing capacity and capabilities
- Work with the Community Team

The ideal candidate for this role:

We are looking for someone with at least 2 to 3 years experience in sales, business development, relationship management or related fields. They will need to:

- Have an excellent customer service experience and or relevant sales experience
- Have an entrepreneurial spirit and be passionate about connecting people, with excellent interpersonal skill
- Be social and passionate, with a hands-on personality and approach
- Be performance driven to achieve goals
- Have an interest in the start-up ecosystem
- Have experience working in a team environment.
- Be proficient in computer and software skills
- Have an excellent standard of written and spoken English

Please see more open positions at www.triplepgroup.com/career

While we are an equal opportunity employer, we are bound by quotas and can only accept applications for this role from qualified Singaporean and PR applicants. Please see more on our hiring process and how to apply below.