



Veolia group aims to be the benchmark company for ecological transformation. With nearly 179,000 employees worldwide, the Group designs and provides game-changing solutions that are both useful and practical for water, waste and energy management. Through its three complementary business activities, Veolia helps to develop access to resources, preserve available resources, and replenish them.

We are able to develop tailored services for governments, businesses and industries with our comprehensive expertise. Our one-stop customized solutions improve operational, financial and environmental performance, making Veolia a reliable partner in our clients' sustainable growth.

Business Support Executive

Job Description:

- Lead all market research and analysis efforts on competitors, customers and alternative markets.
- Deliver regular cadence of market research reports to internal stakeholders and senior management team.
- Liaise & work closely with the Business Development Manager on Proposal submission requests
- Lead proposal content development to ensure compliance to project requirements, evaluation criteria, and technical requirements
- Monitor & work closely with business stakeholders for opportunities, monitor and manage the projects pipeline. This includes coordinating meetings & gathering requirements with overseas stakeholders
- Provide any required administrative support to the department
- Successful Candidate will have excellent opportunities and exposures for personal and career development while working as part of a multicultural team
- Safety is a core value at Veolia, and a pre-condition for employment. You are expected to uphold the Veolia Always Safe rules and set an example to all colleagues in your daily work routine.
- Ethics and compliance are two areas where our rules and our standards are strictly non-negotiable. You are expected to stick to ethics and compliance rules and standards which ultimately mean doing your job properly and conducting our business like true professionals, whatever our missions and our place in the Group.
- Flexibility to work from home depending on covid situation

Job Requirements:

- Relevant Technical or Business Diploma /Degree with minimum two (2) years relevant experiences (advantage with experiences in the working environment of industrial, engineering & manufacturing services)

- Strong presentation and communication skills, both written and verbal
- High attention to detail
- Energetic, goal oriented, able to work remotely
- Advance skills in presentation slides, word documents and excel sheets

Successful candidate will be working in the main office located at 15 Tuas View Circuit Singapore 636968. Company transport is provided.

Interested candidates are requested to submit application online or email full CV with photo stating current and expected salary, availability date, etc. to sg.hr@veolia.com