



## PR/094562 | Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1509681

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 18:12

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Headquartered in Singapore, our client is in the business of manufacturing with presence in more than 10 countries.

Currently, the team is looking for an Admin Executive to join the team. This person will work in a team and report to the Admin Manager directly.

#### Responsibilities

- Provide the general day-to-day administration functions and duties.
- Arrange/coordinate appointments and bookings for meetings and company car use.
- Administrative support to executives and expatriate staff for housing matters and travel arrangements (Hotel/flight booking).
- Administration of all Work Pass & Income Tax related matters.
- Handle dependent pass and internship matters

- Handle flight booking, hotel booking, VISA applications
- Manage office supplies and factory inventory by working with the factory management and finance department.
- Monitor contracts (facilities, housing, membership, subscriptions, service providers, and suppliers), signal contract expiry, and prepare quotes.
- Local logistics and organization support and arrangements.
- Any other ad-hoc duties assigned.

#### Requirements

- Diploma/Degree in Business Administration or relevant courses.
- **At least 3-5 years working experience in administrative role**
- Candidate with Excellent communication skills, multi-tasking, and time management skills.
- Attention to detail and accuracy
- Ability to work effectively in team environment

If you are interested in the role, please click apply / submit your application to [kherxin.tan@jac-recruitment.com](mailto:kherxin.tan@jac-recruitment.com)

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22106334 Tan Kher Xin

#LI-JACSG  
#countrysingapore

---

Company Description