



PR/094378 | Operations Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1512604

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 10:47

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

OVERVIEW

A Japanese equipment company is seeking a Sales Administrator to join their team.

JOB RESPONSIBILITIES

Oversee and manage the entire sales process, including quotations, order processing, invoicing, and coordinating delivery arrangements.

- Closely follow up on sales inquiries, submitted quotations, and work towards achieving sales targets.
- Build and maintain strong relationships with both new and existing customers.
- Handle the Japan HQ system for quotations and order processing (system is in Japanese only).
- Prepare and manage full sets of shipping documentation.

- Coordinate with freight forwarders for shipping arrangements and must be familiar with shipping Incoterms

JOB REQUIREMENTS

- Minimum Diploma or its equivalent with at least 3~4 years working experience.
- Verbal and written communication skills in Japanese to liaise with clients
- Proficient in using Microsoft Office (Excel, Word & Powerpoint).
- Positive attitude, self-motivated, friendly and able to multi-task.
- Good interpersonal and effective communication skills.

BENEFITS

- Salary: S\$3,500~4,500/Monthly
- Location: City Area
- Working Hours: 9:00am to 18:00pm (Monday to Friday)
- AWS & Variable Bonus: Provided, based on personal and company performance
- Medical Insurance and Medical allowance

If you are interested in this role, please click on Apply Now or alternatively, email your updated resume with your availability and expected salary to **yusaku.yoshida@jac-recruitment.com**

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Company Description