



## 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**

January 22nd, 2025 16:00

### 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](mailto:yusaku.yoshida@jac-recruitment.com)

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#countrysingapore

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Company Description