



PR/094712 | Senior Executive, Operation (Luxury Retail)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1516233

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 4th, 2025 15:00

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

Located at the central of Singapore, our client is in luxury retail industry with global presence in more than 15 countries. As part of the business expansion, the team is looking for a Senior Executive, Office Operations to support the team. **This role will adhere to standard working hours, from 9 AM to 6 PM.** and will report to the General Manager.

Responsibilities:

- Handle flight booking, hotel reservations, travel planning
- Coordinate with hotel on venue and packages for training preparation
- Coordinate shipments and deliveries within Singapore and other regions
- Monitor payment status to HQ
- Handle invoice filing and documentation between retailer and Singapore/HQ
- Oversee office daily operation such as office supplies, office contractors, food/drinks orders and payment matters
- Assist the General Manager in emails, phone calls and appointment
- Provide ad-hoc support to colleague when needed

Requirements:

- Diploma/Degree in any discipline
- Minimum 3 years experience in **luxury retail or similar industry**
- Proficiency in Outlook, Word, Excel, PowerPoint
- Meticulous and able to work well with stakeholders from different departments/backgrounds
- Excellent communication skill

If you are interested in the role, please click apply / submit your application to 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