



## PR/094736 | Sales & Marketing Assistant (Luxury Retail)

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1517825

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 25th, 2025 14:01

### 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

#### Sales & Marketing Assistant (Luxury Retail)

A new headcount for Sales & Marketing Assistant has just been created within our client in the luxury retail industry.

About the Sales & Marketing Assistant Role:

In this role, you will collaborate closely with the sales manager and retail partners to strategize monthly sales and oversee sales operations.

Key Responsibilities:

- Assisting in execution of sales strategy, preparing sales forecast and budget
- Gather market information on competitor's activities and prepare report for review
- Provide detailed sell-out analysis of markets/ retailers/ POS
- Assisting in logistic matters, delivery and report compilation

- Support manager in initiatives to improve client and retailer relations.

Key Requirements:

- Diploma or Degree in marketing, business administration preferably with relevant marketing and events experience
- Min 5 years' experience in a similar position with a luxury/ premium brand
- Detail oriented and meticulous, as well as being organized
- Strong communication and writing skills

Interested applicant, please click [APPLY NOW](#)

Do note that we will only be in touch if your application is shortlisted.

Jennifer Maria Hardicar  
JAC Recruitment Pte Ltd  
EA License Number: 90C3026  
EA Personnel: R1987984

#LI-JACSG  
#countrysingapore

---

## Company Description