



## PR/094378 | Operations Executive

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントシンガポール

#### 求人ID

1509628

#### 業種

その他（メーカー）

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2024年12月11日 18:11

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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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#LI-JACSG  
#countrysingapore

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会社説明