



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

1512604

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

2025年02月05日 07:00

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**

JAC Recruitment Pte. Ltd.
1 Raffles Place #42-01, One Raffles Place, Tower 1, Singapore 048616
Tel: 6323 4779 / 6411 0387 Name: Yusaku Yoshida
EA Personnel Registration Number: R23111969

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会社説明