



## PR/094562 | Admin 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

1512651

#### 業種

土木

#### 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01月22日 17:00

### 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

Headquartered in Singapore, our client is in the business of manufacturing with presence in more than 10 countries.

Currently, the team is looking for an Admin Executive to join the team. This person will work in a team and report to the Admin Manager directly.

#### Responsibilities

- Provide the general day-to-day administration functions and duties.
- Arrange/coordinate appointments and bookings for meetings and company car use.
- Administrative support to executives and expatriate staff for housing matters and travel arrangements (Hotel/flight booking).
- Administration of all Work Pass & Income Tax related matters.
- Handle dependent pass and internship matters

- Handle flight booking, hotel booking, VISA applications
- Manage office supplies and factory inventory by working with the factory management and finance department.
- Monitor contracts (facilities, housing, membership, subscriptions, service providers, and suppliers), signal contract expiry, and prepare quotes.
- Local logistics and organization support and arrangements.
- Any other ad-hoc duties assigned.

#### Requirements

- Diploma/Degree in Business Administration or relevant courses.
- **At least 3-5 years working experience in administrative role**
- Candidate with Excellent communication skills, multi-tasking, and time management skills.
- Attention to detail and accuracy
- Ability to work effectively in team environment

If you are interested in the role, please click apply / submit your application to [kherxin.tan@jac-recruitment.com](mailto: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

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会社説明