



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

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

1516233

業種

その他（商社）

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21日 10:23

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

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

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#countrysingapore

会社説明