



## CR/095091 | Office Executive

### Job Information

**Recruiter**
[JAC Recruitment Singapore](#)
**Job ID**

1538168

**Industry**

Business Consulting

**Job Type**

Contract

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

May 1st, 2025 20:13

### 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

#### COMPANY OVERVIEW

Our client is one of the largest passenger railway companies in Japan. Established in 1987 after the privatization of Japanese National Railways, JR East operates an extensive network primarily serving the Kanto and Tohoku regions. The company is headquartered in Shibuya, Tokyo, and is known for its innovative services like the Suica contactless smart card.

#### JOB RESPONSIBILITIES

- Management the staff to operate Assisting creating business plan
- Tracking business KPI with management
- Considering of business solutions
- Accounting and Invoice management check invoice.
- Communication with other team for the project.
- Customer survey
- Manage day-to-day operations of the space.

- Proactively review and improve daily service.
- Ensure the space is well-maintained, organized, functional, and comfortable.
- Develop and maintain a vibrant community.
- Address members' concerns.
- Handle technical issues (printer, internet connectivity, coffee machine, etc.).
- Managing mail and package deliveries.
- Managing meeting room bookings.

#### JOB REQUIREMENTS

- Management experience
- Proficiency in English.
- Experience in customer service.
- Have a cheerful mind and good sense of hospitality Basic Microsoft Office skills (Excel, Word, PowerPoint).
- Be a team player who can readily handle a fast-paced work environment.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

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#### Company Description