



PR/095073 | Sales Operation Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1538280

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 1st, 2025 20:14

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

Our client, a manufacturing company is looking for a **Sales Operation Executive**.

Office Location: CBD area.

JOB RESPONSIBILITIES

- Manage and follow through entire sales process (quotation, order processing, invoicing and delivery arrangement).
- Follow up closely on sales enquiries, quotation submitted and achieving sales target.
- Manage relationship with new and existing customers.
- Monitor customers' payment schedule and chase for outstanding invoices.
- Handle and prepare full sets shipping documentation.

- Liaise with freight forwarders on shipping arrangement.
- Must be familiar with shipping Incoterms.
- Assist in preparing various sales reports.
- Other ad-hoc tasks being assigned.

JOB REQUIREMENTS

- Minimum Diploma or its equivalent with at least 5-6 years working experience.
- Proficient in using Microsoft Office (Excel, Word & PowerPoint).
- Positive attitude, self-motivated, friendly and able to multi-task.
- Good interpersonal and effective communication skills.

OTHER INFORMATIONS

- Salary range – SGD3,000 to SGD4,500 depending on work experiences and last drawn salary.
- Working hours: 9:00 am - 6:00 pm or 8.30am to 5.30pm (Mon-Fri)
- Bonus: AWS + Variable Bonus (Average 1-2 months)
- Paid leave: 14 days, Sick leave: 14 days
- Insurance: Company-provided insurance (dental and hospital package)
- Medical expense subsidy: Up to SGD 400 per year
- Probation: 3 months
- Working From Home: not allowed
- Interview: 2 rounds (Face to Face interview)

JAC Recruitment Pte. Ltd.

1 Raffles Place #42-01, One Raffles Place, Tower 1, Singapore 048616

Tel: +65 6224 6864 / +65 6411 0389 Name: Risako Hemmi

EA Personnel Registration Number: R25128801

#LI-JACSG

#countrysingapore

Company Description