



PR/094996 | Sales Assistant

Job Information

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

1540438

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 18th, 2025 08:01

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 trading company is looking for a **Sales Assistant**.

Office Location: CBD area.

JOB RESPONSIBILITIES

- Oversee order placement and management, including Purchase Orders and invoice issuance.
- Handle import/export operations, ensuring timely documentation and compliance.
- Conduct inventory management to maintain accurate stock records and availability.
- Prepare sales meeting documents, utilizing tools like Excel and PowerPoint for effective presentations.
- Provide general support for sales-side partnerships, including administrative assistance and coordination.

JOB REQUIREMENTS

- Minimum of 3 years' experience in sales support, order management, or related fields.
- Strong proficiency in Microsoft Office Suite (Excel, PowerPoint) and other relevant software tools.
- A self-motivated, proactive approach with a willingness to learn and grow.
- Hardworking, meticulous, and strong with numbers.
- Candidate who requires a workpass need not apply.

SKILL

- Exceptional organizational and time-management skills with the ability to handle multiple tasks simultaneously.
- Solid understanding of order processing (Purchase Orders, invoices) and inventory management processes.
- Familiarity with import/export operations and adherence to compliance standards.
- Strong attention to detail and accuracy in record-keeping and documentation.
- Effective communication and interpersonal skills to work collaboratively with internal teams and external partners.

OTHER INFORMATION

- Monthly basic salary: S\$3,500~4,500 with AWS (1 month) and Variable Bonus (2-3 months)
- Working hour: 9:00AM-5:30PM
- WFH: once a week
- Annual Leave: 14days per year
- Interview process: 2 times

JAC Recruitment Pte. Ltd.

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Company Description