



## PR/095073 | Sales Operation Executive

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1540457

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 12:18

### 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