



PR/095314 | Sales Operations Assistant Manager

Job Information

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

1542495

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 27th, 2025 10:48

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 a global leader in the engineering and manufacturing sector, renowned for delivering innovative and reliable solutions that shape the future of industries. They design, manufacture, and maintain cutting-edge products and systems, including power plants, transportation systems, and industrial machinery. As they continue to drive growth and expansion, they are now seeking an Assistant Manager, Sales Operation to join their team and contribute to their ongoing success.

Key Responsibilities

- Oversee and streamline order processing, sales documentation, and internal communication to ensure accurate and timely support for the sales team and smooth end-to-end sales execution.
- Collaborate with logistics partners and internal teams to manage delivery schedules, inventory levels, and shipment tracking, ensuring on-time and cost-effective fulfillment of customer orders.
- Manage liaison between Sales and internal departments such as Production Planning, Long Stock, QA, Procurement, etc. to ensure accurate and timely execution of customer orders and internal requirements.
- Lead and coordinate departmental preparations for internal and external audits, including ISO and customer audits.
- Ensure all sales operations processes and documentation are audit-ready, comply with company policies, and support

continuous improvement initiatives related to quality and compliance, to conform with company environmental practices.

- Conduct market analysis to identify industry trends, competitor activities, and customer insights, provide actionable recommendations to support sales on decision-making and pricing setup.
- Support the sales and operations leadership with ad hoc tasks, data gathering, reporting, and coordination efforts as assigned.

Key Requirements

- Bachelor's degree or Diploma in Business Administration, Marketing, Supply Chain Management, or a related field is required.
- Minimum 3-5 years of experience in sales operations, supply chain coordination, or a similar role, preferably in a manufacturing environment.
- Proven experience working with SAP system is advantageous.
- Knowledge of International Trade and Incoterms.
- Strong Organizational and Coordination Skills.
- Proficiency in Business Software Tools (SAP, Microsoft Office, and CRM).
- Effective Communication and Interpersonal Skills.
- Strong verbal and written communication, influencing and stakeholder management skills with the proven ability to build and sustain relationships.
- Able to travel overseas to meet stakeholders.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh
JAC Recruitment Pte Ltd
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

Company Description