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JAC Recruitment Singapore

PR/095517 | Gallery Sales & Marketing Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1548836

Industry

Retail

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 19:00

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

???? Job Opening: Gallery Sales & Marketing (Art Industry)

Location: Singapore

Employment Type: Full-Time

A leading international art gallery is seeking a passionate and experienced Gallery Sales Executive to join its Singapore team. This is a unique opportunity to work in a dynamic, cross-cultural environment with exposure to regional operations across Asia.

Working Hours:

5-day work week (Tuesday to Sunday)

Gallery closed on Mondays and Public Holidays

Key Responsibilities

- Promote the gallery and build strong relationships with collectors and potential buyers
- Manage artwork sales transactions and support sales planning
- Track sales targets and report performance metrics
- Assist with gallery operations, exhibitions, and artwork management
- Liaise with regional gallery teams across Tokyo, Hong Kong, Taiwan, Beijing, and Seoul
- Support administrative and ad-hoc tasks as assigned

What You Need:

- Minimum 5 years of sales experience in the art industry
- Bachelor's degree in a related discipline (Arts, History, Literature, Philosophy, Humanities, etc.)
- Team-oriented with strong communication and interpersonal skills

JAC Recruitment Pte. Ltd.
EA Licence Number: 90C3026

Personnel Registration Number: R22105188
Jasmine Lee

#LI-JACSG
#countrysingapore

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Company Description