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JAC Recruitment Singapore

PR/095691 | Senior Corporate Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1553917

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 10:50

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 title: Senior Corporate Executive

Working Location: Singapore

We are partnering with a leading real estate investment and development firm with a strong presence across Asia and Oceania. Headquartered in Singapore, the company serves as the regional hub for overseeing large-scale commercial, residential, and mixed-use developments in key markets such as Thailand, Vietnam, Indonesia, and Australia. Backed by a well-established global group, the team is known for its strategic growth plans, professional work environment, and long-term approach to real estate investment.

Job Summary

This is a new position to support the corporate management team mainly covering corporate secretarial area and general affair duties.

Responsibilities

- Handling corporate secretarial matters such as director changes, board resolutions, and Annual General

- Handling management service agreement related matters.
- Support audit and internal regulations related matters.
- Translate corporate management related documents to/from Japanese/English.
- Arrange meetings.
- Manage business travel bookings.
- Manage office lease and insurance.
- Manage company courier account.
- Manage staff onboarding and off boarding.
- Update internal listings.
- Manage office and pantry supplies and equipment.
- Attend visitors and company main line call.
- Arrange gift and entertainment, and Christmas card.
- Manage corporate credit card matters.
- Manage subscription matters.
- Fulfill other general clerk duties as needed.

Requirements

- Bachelor's degree in business administration or equivalent.
- 5-8 years of relevant administrative supporting work experience.
- Preferably to have corporate secretarial support working experience.
- Responsible and detail oriented with excellent communication and interpersonal skills required.
- Good team player and able to handle multiple tasks independently.
- Process improvement experience required
- Business level English proficiency required, and Japanese proficiency is preferred for some translation duties.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description