



CR/095639 | Data & Commercial Support - 6 months

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1554752

Industry

Other (Manufacturing)

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:40

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 specialized in the production and distribution of high-quality diesel and gas generator sets, marine engines, and related systems, serving the Asia-Pacific region with a strong commitment to technological innovation and customer-centric solutions.

JOB RESPONSIBILITIES

- Assist in entering, updating, and maintaining material, customer, and pricing data in the SAP system. Ensure data accuracy and consistency in alignment with internal governance standards.
- Support the preparation and maintenance of key commercial data lists and related documentation. Coordinate updates based on internal inputs and ensure timely distribution to relevant teams.
- Help design and enhance PowerPoint presentations for internal and external use. Ensure visual appeal, adherence to corporate branding, and clarity in message delivery.
- Generate basic data extracts and summaries to support commercial operations. Conduct data checks, organize digital

files, and assist in documenting processes and workflows.

- Contribute to market research activities, including gathering competitor intelligence, identifying industry trends, and compiling public data for internal analysis. Present findings in clear, concise formats.

JOB REQUIREMENTS

- A Bachelor's degree or Diploma in Business Administration, Marketing, Supply Chain Management, or a related field is required.
- 1 to 3 years of experience in sales operations, supply chain coordination, or a similar role, ideally within a fast-paced or manufacturing environment.
- Familiarity with SAP systems or platforms is highly preferred.
- Basic understanding of business operations and commercial processes
- Strong attention to detail and commitment to data accuracy
- Proficient in business software tools such as SAP, Microsoft Office, and CRM systems
- Effective communication and coordination skills

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description