



PR/095857 | Strategic Planning Assistant Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1556766

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 10:41

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

The Strategic Planning Assistant Manager supports the Strategic Growth & Communication General Manager in implementing strategies related to ISO compliance, sustainability, business excellence, ESG, and CSR. This role focuses on execution, monitoring and reporting to ensure projects are delivered on time and meet quality standards

Responsibility

ISO Compliance:

- Assist in preparing documentation and coordinating internal and external audits.
- Support employee training sessions on ISO standards.
- Monitor compliance metrics and report deviations to the manager.

Business Excellence:

- Gather and analyze data for KPI tracking and workflow optimization.
- Coordinate workshops to promote best practices across departments.
- Prepare reports on process improvements and cost-saving measures.

ESG Program:

- Assist in managing sustainability projects and monitoring progress.
- Collaborate with teams to collect data for Life Cycle Assessments (LCA).
- Coordinate ESG reporting for stakeholders

CSR Event Coordination:

- Plan and execute CSR initiatives under the guidance of the manager.
- Maintain relationships with external partners and NGOs.
- Collect feedback and measure the impact of CSR programs

Administrative and Reporting Tasks:

- Prepare presentations and reports for leadership meetings.
- Ensure accurate documentation of all strategic planning activities.
- Provide logistical support for audits, training, and events.

Others:

- To conform with Company Environmental Practices.
- Any other tasks as assigned.

Requirements:

- Min Degree (Engineering, Quality or Environmental Management) or 5 year's experience as lead auditor
- Understanding of Company business needs (Voice Of Business [VOB]) is necessary
- Understanding of Customer needs (Voice Of Customer [VOC])
- Environmental Social Governance (ESG) proficient
- Diesel Engine understanding
- Microsoft Word and Excel
- Environmental Product Declaration (EPD) is preferable
- Certified ISO Lead Auditor or internal quality auditor certifications

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Company Description