



## 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 30th, 2025 08:01

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Our client in the heavy industry sector is seeking to hire an Assistant Manager for Strategic Planning.

This position will play a key role in supporting the execution of strategic initiatives related to ISO standards, sustainability, business excellence, ESG, and CSR. The focus will be on implementing, tracking, and reporting progress to ensure timely delivery and adherence to quality benchmarks.

### Job Responsibilities

- ISO Compliance & Audits: Support documentation, training, and audit coordination to ensure adherence to ISO standards.
- Business Excellence: Assist in data analysis, KPI tracking, and organizing workshops to drive process improvements and cost efficiency.
- ESG & Sustainability: Contribute to sustainability initiatives, ESG reporting, and data collection for Life Cycle Assessments.
- CSR & Stakeholder Engagement: Coordinate CSR events, manage partner relationships, and evaluate program impact.
- Reporting & Administration: Prepare presentations, maintain accurate records, and provide logistical support for audits, training, and strategic activities.

Job Requirements:

- Min Degree (Engineering, Quality or Environmental Management) or 5 years' 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
- Certified ISO Lead Auditor or internal quality auditor certifications

Interested applicant please click APPLY NOW

Jennifer Maria Hardicar  
JAC Recruitment Pte Ltd  
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EA Personnel: R1987984

#LI-JACSG  
#countrysingapore

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Company Description