



PR/095895 | Guest Relations Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1557677

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 16:00

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

Client Experience Executive – Luxury

A prestigious luxury brand is seeking a poised and service-oriented professional to join its Singapore team in a front-of-house capacity. This role is ideal for someone who thrives in a refined environment and enjoys creating memorable experiences for high-profile clientele.

Location: Central Singapore

Employment Type: Full-Time

Key Responsibilities:

- Serve as the first point of contact for guests, ensuring a warm and professional welcome.
- Coordinate client appointments and assist with hospitality arrangements.
- Provide guided tours of the premises and introduce guests to brand experiences.

- Support client consultants with CRM-related tasks and data management.
- Assist in the planning and execution of exclusive in-store events.
- Liaise with external vendors for F&B and logistics support.
- Maintain high standards of presentation and service in line with luxury brand expectations.

Requirements:

- Exceptional interpersonal and communication skills.
- Prior experience in hospitality, luxury retail, or client servicing roles.
- Discreet, polished, and attentive to detail.
- Comfortable using CRM tools and basic office software.
- Able to multitask and support both operational and administrative functions.

Why Apply?

This is a rare opportunity to be part of a globally respected luxury brand, offering a dynamic and elegant work environment where excellence is celebrated.

JAC Recruitment Pte. Ltd.
EA Licence Number: 90C3026
Personnel Registration Number: R22105188 Jasmine Lee

#LI-JACSG
#countrysingapore

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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description