



PR/095895 | Guest Relations Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1559126

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 10:39

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

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

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Company Description