



PR/096029 | Admin Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1559805

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 10:34

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

The company is a regional headquarters based in Singapore, providing integrated business solutions such as multifunction printing systems, digital workflow, and managed IT services. They support organisations across Southeast Asia in driving digital transformation and enhancing workplace efficiency.

This is a front office and administrative support role responsible for managing daily office operations, including calls, mail, office supplies, travel arrangements, and guest services. The role also provides executive support to the Managing Director and expat staff, liaises with vendors, and assists with corporate logistics and audits. It requires strong organisational skills, attention to detail, and a proactive, service-oriented approach.

Job Descriptions

- Manage incoming calls and direct to intended recipients.
- Offer and serve beverages to the management and guests.
- Collect and distribute incoming mails.

- Handle and attend to courier services.
- Perform general administrative duties including monitoring and replenishment of pantry items, stationery, name card request and other office supplies.
- Liaise with contractors and vendors.
- Order office supplies, keep inventory of stock and records of office expenses and cost.
- Arrange travel and accommodation bookings.
- Invitation letter for visa arrangement. Data roaming and SIM cards arrangement.
- Administrative support to Managing Director
- Expats support i.e., Housing, Memberships, Maintenance follow-up, Apartment handover etc. Monthly Public Holiday Notice to NOC offices.
- Filing of Confidential documents like Rental Agreements & Distributorship Agreements
- Support Corporate Events logistics where necessary.
- Assist with audit checkpoints, if any. Assets, Monthly 5S desk checks.
- Manage quarterly carpark season related matters.
- Manage rental of vehicles, petrol cards etc.
- Manage purchase of vouchers for sales department.
- Staff Pass making where necessary.
- Uniform management for Service department
- Manage contract tea lady's claims and leave application on Coupa/HRIQ where necessary
- Any other duties and responsibilities that may be assigned to you by the management from time to time

Required Qualifications

1. Education and Experience

- Minimum Diploma education in any relevant area
- A minimum of 1 to 2 years' experience in a similar role
- Demonstrated proficiency in MS Office and other IT software

1. Technical Competencies

- Advanced proficiency in Microsoft Office Suite
- Strong documentation and record-keeping abilities
- Familiarity with office management systems and procedures

1. Professional Capabilities

- Meticulous with exceptional attention to detail and accuracy
- Strong organizational and time management skills
- Ability to maintain confidentiality with sensitive information
- Professional written and verbal communication abilities
- Proactive and positive working attitude

- Pleasant with service-oriented personality
- Team player with excellent communication and interpersonal skills
- Ability to work independently with minimum supervision

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