



CR/096032 | Administrative Officer

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1563184

Industry

Audit, Tax Accounting

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 28th, 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

COMPANY OVERVIEW

Our client provides end-to-end IT solutions including consulting, application development, infrastructure and network services, cybersecurity, and outsourcing support.

JOB RESPONSIBILITIES

- Support the review and coordination of vendor contracts and service agreements
- Maintain a well-organized contract repository and track key milestones (renewals, expirations, obligations)
- Collaborate with legal and procurement teams to ensure compliance and approvals
- Review and process quotations and invoices in line with approved contracts
- Track payment timelines and ensure timely submission of payment requests

- Prepare and submit documents via the bank's internal workflow system
- Monitor approval status and follow up on pending items
- Maintain accurate records for audit and compliance
- Coordinate with internal teams and external vendors

JOB REQUIREMENTS

- Bachelor's degree in a relevant discipline
- Proven experience in administrative roles
- Proficiency in English (spoken and written)
- Familiarity with contract and invoice-related administrative tasks.
- Good to have: Japanese language proficiency to effectively communicate with Japanese-speaking clients.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description