



CR/096212 | Admin (6months contract)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1569034

Industry

Other (Manufacturing)

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

December 16th, 2025 10:37

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A global data center operator based in Singapore, recognized for its scalable and energy-efficient infrastructure, supports hyperscale and enterprise clients across key international markets.

JOB RESPONSIBILITIES

1. Use internal financial systems to manage purchase requests, purchase orders, goods receipts, service reports, and customer acceptance forms, ensuring timely processing and compliance with procurement procedures.
2. Maintain and update trackers such as:
 - Purchase Request/Purchase Order tracker
 - Customer Acceptance Form tracker
 - Capitalized asset tracker
 - Telecommunications tracker

- Defects tracker
3. Coordinate security and vehicle access for deliveries and notify relevant requestors.
 4. Assist with soft facilities and delivery services, including:
 - Vendor coordination for replenishments (e.g., vending machines, bottled water)
 - Pest control scheduling and follow-ups
 - Timely replacement of dust control mats
 5. Liaise with cleaning teams and conduct site checks to ensure cleanliness of the building and compound.
 6. Participate in weekly site inspections with operations teams and assist with VIP visit preparations.
 7. Manage meeting room bookings and ensure rooms are well-maintained, including:
 - Beverage replenishments
 - Room setup for visitors
 - Snack ordering support when needed
 8. Oversee maintenance and repairs of office equipment, furniture, and fittings (e.g., copiers, shredders, air purifiers).

JOB REQUIREMENTS

1. At least 3 years of relevant work experience.
2. Diploma in Business Administration, Office Management, or a related field.
3. Background in office administration, procurement, property management, or soft facilities (e.g., workplace safety, pest control) is preferred.
4. Proficient in Microsoft Office applications, including Outlook, Excel, Word, and PowerPoint.
5. Familiarity with SAP is an advantage.

Working Location: Singapore

Tey Tai Nian (R1552289)

JAC Recruitment Pte. Ltd. (90C3026)

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Company Description