



PR/096420 | Customer Relations & Office Operations Manager

Job Information

Recruiter

[JAC Recruitment Singapore](#)

Job ID

1570943

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 04:00

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

Our client in the pharmaceutical sector is seeking a Customer Relations & Office Operations Manager to act as the primary liaison for B2B customer inquiries, ensuring prompt and professional responses

Responsibilities:

1. Coordinate with sales and marketing teams in the Singapore office to support business activities across the SEA region.
2. Maintain regular correspondence with Headquarters to align on service standards and operational updates.
3. Oversee office backend operations, including administrative tasks and process improvements, to ensure smooth day-to-day functioning.

Requirements:

1. Proven experience in customer-facing roles within a B2B environment.
2. Strong communication and coordination skills, with ability to manage cross-border interactions.
3. Detail-oriented and proactive in handling both client relations and office operations.
4. Ability to work independently and manage multiple priorities effectively

Interested candidate please click **APPLY NOW**

Jennifer Maria Hardicar
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EA License Number: 90C3026
EA Personnel: R1987984

#LI-JACSG
#countrysingapore

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Company Description