



PR/096512 | Admin Officer

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1574764

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 09:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

This organization is a global leader in industrial power supply technology, formed in 2008 after the integration of a long-established power supply business with a major electronics group. It specializes in designing and manufacturing high-reliability AC-DC power supplies, DC-DC converters, programmable power systems, and EMI/EMC filters used in industrial and commercial applications. [About Tomo...th America]

JOB RESPONSIBILITIES

We are seeking a proactive and detail-oriented Administration Officer to join our Administration Department. This role plays a key part in ensuring smooth day-to-day office operations, supporting employee management functions, and assisting with corporate events, travel, and compliance matters.

Office Administration & Operations

- Provide general office administrative and operational support
- Arrange maintenance and repairs for office equipment, air-conditioning units, company vehicles, fire extinguishers, sprinklers, etc.
- Manage procurement of stationery and pantry supplies
- Handle mailing, courier, and newspaper subscriptions
- Raise purchase orders for company purchases
- Maintain electricity usage records
- Coordinate removal and disposal of obsolete / outdated documents
- Liaise with building management on office lease, parking, renovation, maintenance, and related matters

Employee Management

- Manage employees' attendance and maintain related records
- Coordinate employee training plans and maintain training data
- Track and update employees' dental benefits entitlement
- Support employee medical insurance matters
- Handle corporate insurance matters and maintain related records
- Organize health screening activities
- Manage internship arrangements
- Oversee petrol card entitlements for eligible employees

Security & Compliance

- Oversee office security-related matters
- Ensure proper maintenance and filing of company contracts and agreements

Travel & Event Coordination

- Arrange business travel, hotel bookings, and visa applications for employees
- Assist with company-wide meetings and events (annual dinner, quarterly meetings, etc.)
- Coordinate catering and food arrangements for internal events

Expatriate & Tenancy Support

- Support expatriate staff with tenancy-related matters (e.g., air-conditioning issues, electrical faults, etc.)

Other Responsibilities

- Any additional tasks assigned by the immediate supervisor

JOB REQUIREMENTS

- Diploma or Degree in Business Administration, Human Resource Management, or related fields
- 2–4 years of relevant administrative experience
- Strong organizational and coordination skills
- Proficient in MS Office applications
- Able to manage confidential information responsibly
- Good communication and interpersonal skills
- Able to work independently and collaborate with internal stakeholders

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description