



PR/096521 | Sales Support Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1574765

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 05:00

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

Company Overview

Our client is a global leader in the engineering and manufacturing industry, renowned for delivering high-performance engine systems and power solutions. They design, manufacture, and maintain cutting-edge products and systems, including power plants, transportation systems, and industrial machinery. As they continue to drive growth and expansion, they are now seeking a Sales Support Executive to join their team and contribute to their ongoing success.

Key Responsibilities

- **Sales Administration:** Manage incoming product status inquiries and oversee all sales documentation (Sales Orders, Invoices, Delivery Orders). You will process orders according to specifications, issue purchase orders to HQ, and maintain regional sales agreements.
- **Payment Monitoring:** Track L/C and T/T payments with subsidiaries and dealers, follow up on overdue payments, and provide monthly data for accounting reports.

- **Logistics Management:** Coordinate day-to-day logistics operations, including tracking shipments, handling L/C negotiations post-shipment, and managing freight forwarder relationships (rate negotiation).
- **Documentation:** Prepare and maintain critical shipping documents (B/L, Commercial Invoices, Packing Lists, Certificates of Origin) and ensure compliance with permits and taxes.
- **Stakeholder Liaison:** Act as the key link between Sales, Production, and Procurement to ensure smooth order fulfilment. You will provide regular status updates to the sales team and contribute to process improvement projects.

Key Requirements

- **Experience:** Diploma in any discipline with a minimum of 3 years of experience in Logistics, Sales Support, or Supply Chain, preferably within a manufacturing environment.
- **Technical Skills:** Experience with SAP Hana is highly desirable. Proficiency in Microsoft Office is required, specifically with Basic to Intermediate Excel skills.
- **Logistics Knowledge:** Strong understanding of Incoterms, various shipment modes (containers), and shipping documentation (Forms B/D/E, Fumigation certificates, etc.) is essential.
- **Soft Skills:** Excellent organizational and coordination abilities with a customer-service mindset. Must have strong verbal and written communication skills to manage stakeholders effectively.
- **Attributes:** Ability to multitask under pressure, meet tight deadlines, and work independently.
- **Bonus:** Knowledge of ISO standards and Standard Operating Procedures (SOPs) is an advantage.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh
JAC Recruitment Pte Ltd
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

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Company Description