



PR/096539 | Admin Assistant

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1575397

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

May 26th, 2026 12:00

## 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

Our client is a Singapore-based food trading company with an established presence in the local food supply sector. Specializes in the trading and distribution of foodstuffs, serving foodservice and retail customers across the region.

### Job Responsibilities

- Perform data entry tasks accurately and efficiently.
- Manage emails, files and documents effectively, ensuring organization and timely responses.
- Deliver exceptional customer service to internal and external stakeholders.
- Utilize problem-solving skills to address issues and challenges.
- Maintain a high level of organizational skills to manage tasks efficiently.

- Answer inbound calls and contact inbound leads promptly.
- Support salesman/sales manager on client follow-up.
- Build and maintain good relationships with new and /or existing customers and provide quality after sales service
- Preparation and filling of sales quotations/invoices.
- Manage existing and new customer's profile.
- Handle sales enquiry and forward to salesperson for detailed follow up.
- Administrative roles as required on day-to-day operations.
- Keying and amending invoices.
- Liaison with operation team, for smooth delivery of goods
- Perform other job-related duties as assigned.

#### **Job Requirement**

- 1 years of experience in an administrative role.
- Proficiency in data entry and document management.
- Excellent organizational skills with attention to detail.
- Ability to provide administrative support effectively.
- Customer service-oriented approach
- Proficient in problem-solving

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

JAC Recruitment Pte. Ltd.

EA License No: 90C3026  
EA Personnel Name: Ching Ning Xin  
Registration No: R22108651

#LI-JACSG

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Company Description