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JAC Recruitment Singapore

## PR/096632 | Sales Representative

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1577984

**Industry**

Electric Power, Gas, Water

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

February 16th, 2026 10:36

### General Requirements

**Minimum Experience Level**

Over 1 year

**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

We are a well-established and reputable electronics manufacturer with a strong global presence. Our Singapore office operates as a key regional hub, supporting marketing, development, production, and distribution activities for high-quality electronic components used across various industries.

#### JOB RESPONSIBILITIES

As we continue to expand, we are looking for a motivated and driven Sales Representative to join our team and contribute to our business growth.

##### Sales & Business Development

- Achieve sales targets set by the company

- Maintain strong relationships with existing customer accounts
- Identify and develop new business opportunities
- Participate in contract negotiations
- Review terms and conditions before implementation

#### Customer & Internal Coordination

- Prepare and provide timely quotations to customer inquiries
- Coordinate with internal teams to address customer needs and new project requirements
- Resolve customer issues promptly and professionally
- Prepare and submit reports to the Manager

#### JOB REQUIREMENTS

- Diploma in Sales, Customer Service, or Administration
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Teams)
- Experience with D365 is an added advantage
- Able to thrive in a fast-paced environment
- Strong time-management and multitasking abilities
- Independent, disciplined, and able to meet tight deadlines
- Excellent communication, analytical, and problem-solving skills
- Detail-oriented, resourceful, and proactive
- Positive attitude with strong customer-service mindset
- Shows initiative and leadership qualities

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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