



PR/096680 | General Administration

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1579688

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

February 24th, 2026 10:10

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Basic

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

General Administration

### Key Responsibilities

Provide comprehensive back-office support for business operations in Singapore and the Southeast Asia region

- Manage international logistics and handle trade administration operations
- Oversee general administration and office operations (office management, supplies management, contract management, etc.)
- Support accounting tasks (issuing and processing invoices, payment management, expense reimbursements, etc.)
- Assist with HR and labor-related matters (onboarding and offboarding procedures, attendance management support, document administration, etc.)

- Liaise and coordinate with the Japan headquarters and other overseas offices
- Manage various data and prepare internal documents and reports
- Communicate and coordinate with banks, accounting firms, and external vendors
- Support internal policies and compliance-related matters
- Assist in organizing internal events and meetings
- Propose and support improvements to internal processes and operations

#### Requirements

- Practical experience in trade administration and international logistics coordination
- Experience in general affairs, accounting, HR, or other back-office functions (highly welcomed)
- Experience in a B2B business environment is a plus
- Basic PC skills (Excel, PowerPoint, Word)
- Ability to handle numbers and data accurately
- Strong multitasking and organizational skills
- Good communication skills with both internal and external stakeholders
- Team-oriented and flexible mindset
- Comfortable working in a multinational and international environment
- Business-level English proficiency required (Japanese or other Asian language skills are a plus)

Specialized knowledge in accounting, legal, or labor matters is not required, but a willingness to learn is welcomed.

#### What We Offer

- The opportunity to be involved in the growth phase of a globally expanding company
- An international business environment in collaboration with our Japan headquarters
- A rewarding role supporting the foundation of business operations
- A supportive team environment that encourages professional growth and career development
- A competitive compensation package commensurate with experience and ability

#### We Welcome Candidates Who

- Take pride in supporting the entire organization,
- Work with accuracy and a strong sense of responsibility,
- And are eager to grow their careers with a global MNC

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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#### Company Description