



PR/096689 | Sales Support

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1579693

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 10th, 2026 09:01

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

Basic

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

### OVERVIEW

We are currently seeking a Sales Support for a Japanese B2B manufacturer. The company holds a top market share in Japan and has a solid track record with many successful implementations in Singapore. We welcome experienced professionals who can thrive in a small, close-knit office environment.

### JOB RESPONSIBILITIES

- Provide sales support and administrative assistance for business operations in Singapore and Southeast Asia
- Prepare and manage quotations, proposals, contracts, and related sales documents
- Coordinate with Japan headquarters and overseas offices, handling communication with customers and partners

-Support order management, delivery coordination, and event-related activities (exhibitions, seminars, etc.)

#### JOB REQUIREMENTS

-Driving license

-Experience in sales administration, sales support, or customer service (B2B experience preferred)

-Proficient in Microsoft Office (Excel, PowerPoint, Word) with strong attention to detail

-Excellent communication and teamwork skills in a multicultural environment

#### BENEFITS

-Salary: S\$3,500-4,500

I regret to inform that only shortlisted candidates will be contacted by JAC consultants, thank you for your understanding.

JAC Recruitment Pte. Ltd.

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EA Personnel Registration Number: R24122374

#LI-JACSG

#countrysingapore

**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