



PR/096719 | Sales Executive / Sales Manager - Distributor & OEM

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1580380

Industry

Retail

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 3rd, 2026 10:06

General Requirements

Minimum Experience Level

Over 6 years

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

Job Title: Sales Executive / Sales Manager - Distributor & OEM

Location: Singapore

Your New Company Join a well-established consumer goods brand known for its high-quality lifestyle products and strong presence across regional markets. The company works closely with distributors, corporate clients, and OEM partners, and is now looking to expand its sales team with a driven and relationship-focused professional.

Your New Role As a Sales Support or Sales Manager, you will take charge of key corporate accounts, support distributor performance, and drive OEM opportunities across assigned markets. This position involves a blend of account servicing, commercial development, and coordination with production and internal support teams to ensure smooth execution.

Senior-level candidates may be appointed as Sales Manager, with expanded responsibilities in business development and

distributor sourcing.

Key Responsibilities

- Manage and grow key corporate accounts through consistent communication and relationship-building.
- Provide distributors with tools, training, sales reports, and support to ensure they meet sales targets.
- Prepare quotations, proposals, sales contracts, purchase orders, invoices, and packing lists.
- Coordinate closely with factories to ensure timely production and delivery.
- Monitor client sales performance, address gaps, and recommend corrective actions.
- Work with Finance to ensure prompt invoicing and payment collection.
- Identify and develop new OEM opportunities, converting customer requirements into product specifications.
- Support product compliance checks, factory audits, and corporate gifting programs.
- Submit weekly activity reports and sales updates.

(For Manager level) Source new distributors, expand market coverage, and spearhead business development initiatives.

Qualifications

- Diploma or Degree in Business Administration or a related field.
- Minimum 3 years of corporate sales or account management experience, ideally in retail, consumer goods, lifestyle, or related categories.
- Strong proficiency in Microsoft Excel, with meticulous attention to detail and accuracy in documentation.
- Confident presenter with experience preparing proposals and negotiating with clients.
- Strong interpersonal, analytical, and organizational skills.
- Customer-oriented, adaptable, and able to work both independently and as part of a team.
- Willing to travel when required.
- Mandarin proficiency is an advantage due to engagement with Mandarin-speaking stakeholders and suppliers.

Ready to Take the Next Step?

Interested applicants, please click **APPLY NOW**.

Do note that we will only be in touch if your application is shortlisted.

Chen Pinru
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R25130085

#LI-JACSG
#countryssingapore

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Company Description