



PR/096801 | Senior Executive, Spare Parts

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1582427

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 9th, 2026 14:00

General Requirements

Minimum Experience Level

Over 6 years

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

Our client is a global leader in the engineering and manufacturing industry, renowned for delivering high-performance engine systems and power solutions. They design, manufacture, and maintain cutting-edge products and systems, including power plants, transportation systems, and industrial machinery. As they continue to drive growth and expansion, they are now seeking a Senior Executive to join their team and contribute to their ongoing success.

Key Responsibilities

Dealer Relationship & Support:

- Handle inquiries and provide estimations for various product lines.
- Assist dealers with stock checks and delivery commitments for specific projects.
- Prepare Sales Agreements and Dealer Commission Agreements, coordinating with the finance department for timely

repayments.

- Address and resolve system-related issues encountered by dealers.
- Coordinate incoming orders and shipments between suppliers and dealers.
- Work closely with 3rd Party Logistics (3PL) providers to ensure smooth coordination of parts supply between the office and warehouse.

SAP System Management:

- Maintain item and customer master data.
- Create Part Numbers (P/N) and manage Substitution Master data.
- Process internal stock issues and receipts for special stock adjustments.
- Issue debit and credit notes to customers, suppliers, and 3PL partners.
- Perform monthly system updates, including article master.
- Circulate periodical price updates and quarterly exchange rates to dealers and update them within the system.
- Coordinate with the IT Section for dealer UserID & Password management.

Letter of Credit (LC) Management:

- Coordinate and negotiate with dealers for LC issuance, LC negotiations, and shipment processes.
- Prepare essential certificates such as Guarantee, Warranty, and Quality.
- Manage certificates for special non-LC shipments.

Quality Control & ISO Compliance:

- Support the review, creation, and implementation of Standard Operating Procedures (SOPs) and documents for Quality Management System (QMS) audits.
- Potentially function as an internal ISO auditor, attending ISO meetings and audits as required.

Administrative & General Functions:

- Administer circulations to dealers and business associates regarding closure notices and departmental announcements.
- Prepare Export Control Transaction Screening Sheets for orders and shipments.
- Organize and schedule monthly departmental meetings.
- Conduct monthly Packing Audits.
- Provide backup support for inquiries & estimations, shipment advice, order processing, customer services, cycle count administration, and stock audits.
- Ensure conformance with company environmental practices and undertake any other assigned tasks.

Key Requirements

- Diploma in any discipline, with a preference for Business Administration or Economics.
- Minimum of 5 years of proven experience in sales administrative work, ideally within the industrial or manufacturing sector.
- Proficiency in Microsoft Office Suite and SAP is essential.
- Excellent communication skills, with the ability to interact effectively with diverse stakeholders at all levels.
- A highly independent worker who also demonstrates strong team player capabilities.
- Solid knowledge of Shipping & Letter of Credit documentation processes.

- Eligibility: Singapore Citizen or Permanent Resident.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh
JAC Recruitment Pte Ltd
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

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Company Description