



PR/096805 | Operations Manager (Consultancy Business)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1582429

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 14th, 2026 12:01

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

The Company

Our client is a regional business advisory and consulting firm supporting companies across Asia with operational improvement, strategy execution, and business transformation initiatives. The team works closely with corporate clients to streamline processes, improve efficiency, and deliver high-quality consulting projects.

The Role

This role will oversee the day-to-day operations of the business, ensuring internal processes, teams, and consulting projects run smoothly. You will work closely with leadership to improve operational efficiency, manage project delivery, and support the company's continued growth.

Key Responsibilities

- Oversee daily operations to ensure smooth and efficient business processes
- Manage and coordinate consulting projects to ensure timely delivery and quality outcomes
- Improve internal workflows, policies, and operational processes
- Work closely with cross-functional teams including consultants, finance, HR, and IT
- Lead and develop the operations team while driving a high-performance culture
- Monitor operational performance and identify areas for improvement

- Manage budgets, resources, and vendor relationships
- Support leadership on business growth initiatives and operational strategy

Requirements

- Bachelor's degree in Business Administration, Operations Management, or related field
- Around 8+ years of experience in operations management, ideally within consulting or professional services
- Ability to communicate with Chinese stakeholders.
- Proven experience managing teams and improving operational processes
- Strong problem-solving and analytical skills
- Ability to manage multiple projects and stakeholders
- Familiarity with project management tools (e.g. MS Project, Asana, Trello)
- Knowledge of Lean, Six Sigma, or Agile methodologies is an advantage

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Company Description