



PR/096714 | Assistant Sales Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1583815

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 07:00

General Requirements

Minimum Experience Level

Over 3 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

COMPANY OVERVIEW

Our client is a leading producer of high-quality resistors and essential electronic components, serving customers across diverse sectors worldwide.

JOB RESPONSIBILITIES

This position is responsible for achieving sales targets, managing existing customer accounts, and identifying new business opportunities. The role requires close collaboration with internal divisions to support customer requests, oversee project implementation, and ensure smooth business operations.

- Achieve sales targets set by the company.
- Maintain and strengthen relationships with existing customers.

- Identify and develop new business opportunities and accounts.
- Execute sales strategies aligned with company objectives.
- Coordinate with internal divisions on customer requests and new project implementation.
- Prepare and submit quotations based on customer inquiries.
- Participate in contract negotiations.
- Review terms and conditions with customers before implementation.
- Provide reports and resolve issues related to business operations.

JOB REQUIREMENTS

- Diploma working experience in Customer Service, Sales or Admin.
- Thrive in fast-paced roles with expertise in time management, prioritization, and multitasking.
- Able to work independently under tight deadlines.
- Proficient in MS Office Applications. (Excel, PPT, Word, Teams, D365 and Others)
- Good communication, analytical and problem-solving skills.
- Disciplined, hardworking and able to perform under pressure.
- Detail oriented, resourceful and ability to work independently.
- Active listening and demonstrates a positive and helpful attitude.
- Take initiative and demonstrate leadership to contribute to the company and its customers.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description