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JAC Recruitment Singapore

PR/097463 | Sales Admin Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1605532

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 12:00

General Requirements

Minimum Experience Level

Over 1 year

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 well-established multinational organization in the electronics and technology sector, with a strong global presence across Asia, Europe, and the Americas. The company specializes in providing innovative electronic materials, components, and industrial solutions that support a wide range of industries, including manufacturing, automotive, consumer electronics, and telecommunications. Known for its commitment to quality, operational excellence, and continuous innovation, the organization offers a collaborative work environment and opportunities for professional growth while maintaining high standards in customer service and business operations.

JOB RESPONSIBILITIES

Our client is a reputable multinational company in the electronics industry seeking a Sales Admin Executive to join its Electronics Business Division. This position is ideal for individuals with strong administrative and coordination skills who enjoy supporting sales operations, managing documentation, and collaborating with various stakeholders to ensure smooth order processing and delivery fulfillment.

- Manage end-to-end sales order processing, including order entry, payment verification, delivery order preparation, invoicing, and related documentation.
- Maintain accurate sales records and ensure proper filing and document control.
- Monitor order progress and coordinate with internal teams to support timely order fulfillment.
- Liaise closely with customers, suppliers, warehouse personnel, and logistics providers to ensure on-time deliveries.
- Prepare shipping documents and support import/export documentation where required.
- Assist with month-end sales closing activities, including data reconciliation and report preparation.
- Provide administrative support to the sales team and contribute to process improvements where applicable.

JOB REQUIREMENTS

- Diploma in Business Administration, Supply Chain Management, or a related field.
- 1–2 years of experience in Sales Administration, Sales Coordination, Customer Service, Order Management, or a similar function.
- Proficient in Microsoft Office applications, particularly Excel.
- Strong attention to detail with excellent organizational and time management skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Good communication and interpersonal skills to effectively coordinate with internal departments and external parties.
- Experience handling import/export documentation or supply chain operations will be advantageous.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description