



PR/097523 | Operations and Sales Support Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1607801

Industry

Tourism

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 05:00

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 international travel and tourism organization with a strong global presence across Asia Pacific, Europe, and other major markets. With decades of experience in corporate travel management, MICE (Meetings, Incentives, Conferences & Exhibitions), business travel services, event management, and leisure travel solutions, the company is recognized for delivering high-quality, customer-centric travel experiences.

Supporting multinational corporations, government agencies, and individual clients, the organization specializes in customized travel arrangements, group travel coordination, business travel management, incentive trips, conferences, and large-scale events. The company offers a collaborative and professional work environment focused on service excellence, operational efficiency, and continuous development.

JOB RESPONSIBILITIES

We are seeking a meticulous and customer-focused Operations & Sales Support Executive to support corporate travel and MICE operations.

The successful candidate will work closely with the Sales Team to coordinate travel arrangements, manage bookings, liaise with local and overseas vendors, and ensure the smooth execution of corporate travel programs, events, and incentive trips.

This role is ideal for candidates with prior experience in travel operations, ticketing, reservations, corporate travel, hospitality, or MICE coordination.

Travel & Operations Support

- Manage flight reservations and ticket issuance.
- Coordinate hotel bookings, transportation arrangements, restaurant reservations, and other travel-related services.
- Arrange group travel logistics and itinerary planning for corporate and MICE projects.
- Prepare travel documents, briefing materials, tour booklets, and traveler information packs.
- Handle travel insurance requests and visa-related enquiries.
- Liaise with airlines, hotels, and local or overseas suppliers to obtain quotations and confirm bookings.
- Arrange airport transfers, coach services, and ground transportation logistics.
- Support daily operational activities for business travel programs.

MICE & Project Coordination

- Support operational execution of meetings, conferences, incentive trips, exhibitions, and corporate events.
- Assist in venue sourcing and coordination activities.
- Coordinate event logistics and vendor arrangements.
- Ensure smooth execution and delivery of client programs.

Administrative & Sales Support

- Prepare quotations, Event Orders (EO), invoices, and operational documentation.
- Provide administrative support to the Sales Team.
- Assist with proposal preparation and follow-up activities.
- Handle customer enquiries, feedback, and issue resolution professionally.
- Maintain accurate records and documentation.

JOB REQUIREMENTS

- Diploma in Tourism, Hospitality, Business, or related disciplines.
- Experience coordinating travel bookings and group travel arrangements.
- Knowledge of airline ticketing and travel booking processes.
- Familiarity with GDS systems such as: Amadeus, Sabre, Galileo
- Proficient in Microsoft Office applications.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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