



PR/097626 | Sales Order

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1612823

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 10:47

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 globally recognized leader in precision measurement and metrology solutions, serving industries such as manufacturing, automotive, aerospace, electronics, medical devices, and engineering. Established in Japan, the company has built a strong international reputation for delivering high-quality measuring instruments, testing equipment, and advanced inspection solutions used by businesses worldwide.

JOB RESPONSIBILITIES

We are seeking a proactive and detail-oriented Sales & Order Processing Administrator to support sales operations and customer service activities across the Oceania region. This role offers excellent exposure to order management, customer coordination, logistics, and after-sales support within an international business environment.

- Provide sales administrative support and act as the main point of contact for customers and distributors in the Oceania region.

- Prepare and process quotations, purchase orders, and invoices accurately using internal systems.
- Maintain and update customer records, sales data, and CRM databases.
- Coordinate with internal departments and logistics partners to ensure timely order fulfillment and delivery.
- Monitor inventory availability and communicate order status and lead times to customers.
- Prepare and manage import/export documentation and ensure compliance with company procedures.
- Support after-sales activities, including warranty claims, servicing requests, and customer enquiries.
- Maintain proper filing and documentation of work orders, purchase orders, service reports, and invoices.
- Provide general administrative support and assist with ad-hoc tasks as assigned.

JOB REQUIREMENTS

- Diploma, NITEC, or equivalent qualification in Business Administration, Supply Chain, Logistics, or related disciplines.
- Minimum 1-2 years of relevant experience preferred.
- Training will be provided for candidates without direct experience who demonstrate strong learning potential.
- Experience in international logistics, shipping coordination, or export documentation will be an advantage.
- Proficient in Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Strong attention to detail and organizational skills.
- Able to work effectively in a fast-paced environment.
- Good communication and interpersonal skills with a customer-focused mindset.
- A team player who can collaborate effectively with internal and external stakeholders.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description