

PR/097655 | Business Development & Sales Coordinator (Technology Recycling & Asset Recovery)

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1612837

Industry
Other

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities:

- Coordinate customer orders, project schedules, and operational activities.
- Liaise with customers, vendors, and internal teams to ensure smooth project delivery.
- Prepare reports, documentation, and track project progress.
- Serve as the main point of contact for customer enquiries and service requests.
- Build strong client relationships and provide excellent customer support.
- Support business development initiatives, customer acquisition, and account growth opportunities.

Requirements:

- Minimum 2-3 years of experience in electronics, IT hardware, data centers, semiconductors, logistics, recycling, or ITAD industries
- Experience in sales coordination, sales support, customer service, order processing, logistics, operations, or business development.
- Strong communication, coordination, and problem-solving skills.
- Self-motivated, adaptable, and able to thrive in a fast-paced environment.
- Office location is based in West Region

Varick Lee
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R2197221

#LI-JACSG
#countrysingapore

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.sg/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.sg/terms-of-use

Company Description