



CR/097690 | Sales - Renewals & Deal Manager / Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1614520

Industry

Other (Trade)

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:29

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

The company is a leading provider of cloud-based enterprise solutions designed to help organizations streamline operations and enhance workforce productivity. With a focus on innovation, flexibility, and user-centric design, it supports businesses in managing their people, processes, and strategic goals more effectively.

This is a 12-month agency contract role (possibility of renewable/extension).

JOB RESPONSIBILITIES

- Support Deal Managers in day-to-day deal operations.
- Prepare pricing proposals and quotations.
- Generate and review contracts for accuracy.
- Track and manage opportunities and activities in Salesforce.

- Maintain operational data and process documentation.
- Prepare monthly reports and KPI tracking.
- Handle multiple operational and administrative tasks simultaneously.
- Ensure timely and accurate execution of deal-related processes.
- Collaborate effectively with Sales and cross-functional teams.

JOB REQUIREMENTS

- Atleast 1 year of work experience.
- Strong attention to detail and execution skills.
- Comfortable with pricing, quoting, contract generation, and operational tasks.
- Ability to manage multiple requests and priorities in a fast-paced environment.
- Strong numerical and analytical skills with proficiency in Microsoft Excel.
- Good communication and stakeholder management skills.
- Proactive, eager to learn, and willing to take ownership of tasks.
- Comfortable raising questions and escalating concerns when required.
- Experience in Deal Desk, Sales Operations, Sales Support, Renewals, Order Management, Contract Administration, or similar operational roles is good to have.
- Experience with Salesforce or other CRM platforms is good to have.
- Understanding of SaaS business models, pricing, licensing, and commercial processes is good to have.
- Interest in developing a career in Deal Desk or Commercial Operations.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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Company Description