



PR/097713 | Strategy & Operations Associate (Consumer Electronics)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1616031

Industry

Retail

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:26

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

- Provide administrative and coordination support to the Strategy & Operations team.
- Manage meetings, schedules, presentations, reports, minutes, and action trackers.
- Consolidate weekly/monthly performance reports and maintain operational trackers.
- Support trade-in, and other commercial programs across multiple markets.
- Coordinate with regional teams, retailers, internal partners, and external stakeholders.
- Track program performance, inventory, marketing spends, forecasts, and key KPIs.
- Support Monthly and Quarterly Business Reviews, including presentations and management summaries.

- Assist with channel mapping, strategic projects, and other regional initiatives.
- Follow up on project timelines, deliverables, and outstanding actions.

Requirements

- Bachelor's Degree in Business, Marketing, Operations or related discipline.
- 1–3 years of experience in administration, project coordination, operations, or commercial support.
- Strong Excel and PowerPoint skills with good data and reporting capabilities.
- Organized, detail-oriented, and able to manage multiple deadlines.
- Strong communication, coordination, and stakeholder management skills.
- Proactive, responsible, and comfortable working across regional and cross-functional teams.

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

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#countrysingapore

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Company Description