

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
November 3rd, 2026 11:00

General Requirements

Minimum Experience Level
Over 1 year

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

- 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

#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