


# PR/097907 | Retail Executive

## Job Information

**Recruiter**
JAC Recruitment Singapore

**Job ID**
1623993

**Industry**
Retail

**Job Type**
Permanent Full-time

**Location**
Singapore

**Salary**
Negotiable, based on experience

**Refreshed**
November 24th, 2026 10:53

## General Requirements

**Minimum Experience Level**
Over 1 year

**Career Level**
Mid Career

**Minimum English Level**
Fluent Level

**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 growing premium lifestyle and wellness brand dedicated to enhancing everyday well-being through thoughtfully curated products and exceptional customer experiences. With a strong focus on quality, sustainability, and personalized service, the brand serves customers seeking premium home, wellness, and lifestyle solutions across multiple retail locations in Singapore.

As part of its continued expansion, the company is looking for customer-focused and sales-driven individuals to join its retail team.

JOB RESPONSIBILITIES

We are seeking a customer-focused and sales-driven Retail Executive to join a premium lifestyle and wellness brand. In this

role, you will provide personalized product consultations, build strong customer relationships, and deliver exceptional service while driving sales performance.

You will be responsible for managing customer enquiries, identifying sales opportunities, following up on leads, and supporting showroom operations. The role also involves visual merchandising, sales administration, and participation in marketing events and promotional activities.

- Provide personalized product consultations and recommend suitable solutions based on customers' needs and preferences.
- Drive sales performance through proactive customer engagement, cross-selling, and upselling opportunities.
- Build and maintain strong customer relationships to encourage repeat purchases and referrals.
- Manage customer enquiries across multiple channels, including walk-ins, phone, email, WhatsApp, and website enquiries.
- Follow up on leads, quotations, and sales opportunities to maximize conversion rates.
- Deliver exceptional customer service throughout the entire customer journey, including after-sales support.
- Prepare quotations, sales orders, invoices, and process customer transactions accurately.
- Coordinate deliveries, inventory availability, and order fulfilment to ensure a seamless customer experience.
- Maintain accurate customer records and sales activities within CRM systems.
- Ensure showroom displays are well-presented, organized, and aligned with brand standards.
- Support visual merchandising initiatives, promotional campaigns, and product launches.
- Assist with workshops, events, product demonstrations, and other brand-building activities.
- Collaborate closely with team members to achieve individual and store sales targets.
- Contribute to daily showroom operations and maintain a professional, customer-focused retail environment.

JOB REQUIREMENTS

- Minimum 2 years of experience in retail sales, customer-facing sales, hospitality, lifestyle, wellness, luxury retail, or other service-oriented industries.
- Proven ability to achieve sales targets, KPIs, or revenue goals.
- Strong consultative selling and relationship-building skills.
- Excellent communication and interpersonal abilities.
- Customer-centric mindset with a passion for delivering exceptional service.
- Self-motivated, proactive, and able to work independently.
- Strong organizational and time management skills with attention to detail.
- Comfortable working retail shifts, including weekends and public holidays.
- Basic proficiency in Microsoft Office and retail-related administrative tasks.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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