



PR/094996 | Sales Assistant

募集職種

人材紹介会社

ジェイエイシーリクルートメント シンガポール

求人ID

1540438

業種

その他（商社）

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年06月18日 08:01

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Our client, a trading company is looking for a **Sales Assistant**.

Office Location: CBD area.

JOB RESPONSIBILITIES

- Oversee order placement and management, including Purchase Orders and invoice issuance.
- Handle import/export operations, ensuring timely documentation and compliance.
- Conduct inventory management to maintain accurate stock records and availability.
- Prepare sales meeting documents, utilizing tools like Excel and PowerPoint for effective presentations.
- Provide general support for sales-side partnerships, including administrative assistance and coordination.

JOB REQUIREMENTS

- Minimum of 3 years' experience in sales support, order management, or related fields.
- Strong proficiency in Microsoft Office Suite (Excel, PowerPoint) and other relevant software tools.
- A self-motivated, proactive approach with a willingness to learn and grow.
- Hardworking, meticulous, and strong with numbers.
- Candidate who requires a workpass need not apply.

SKILL

- Exceptional organizational and time-management skills with the ability to handle multiple tasks simultaneously.
- Solid understanding of order processing (Purchase Orders, invoices) and inventory management processes.
- Familiarity with import/export operations and adherence to compliance standards.
- Strong attention to detail and accuracy in record-keeping and documentation.
- Effective communication and interpersonal skills to work collaboratively with internal teams and external partners.

OTHER INFORMATION

- Monthly basic salary: S\$3,500~4,500 with AWS (1 month) and Variable Bonus (2-3 months)
- Working hour: 9:00AM-5:30PM
- WFH: once a week
- Annual Leave: 14days per year
- Interview process: 2 times

JAC Recruitment Pte. Ltd.

1 Raffles Place #42-01, One Raffles Place, Tower 1, Singapore 048616

Tel: 6323 4779 / 6411 0387 Name: Yusaku Yoshida

EA Personnel Registration Number: R23111969

#LI-JACSG

#countrysingapore

会社説明