



PR/095073 | Sales Operation Executive

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

1540457

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05月20日 12:18

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 manufacturing company is looking for a **Sales Operation Executive**.

Office Location: CBD area.

JOB RESPONSIBILITIES

- Manage and follow through entire sales process (quotation, order processing, invoicing and delivery arrangement).
- Follow up closely on sales enquiries, quotation submitted and achieving sales target.
- Manage relationship with new and existing customers.
- Monitor customers' payment schedule and chase for outstanding invoices.
- Handle and prepare full sets shipping documentation.

- Liaise with freight forwarders on shipping arrangement.
- Must be familiar with shipping Incoterms.
- Assist in preparing various sales reports.
- Other ad-hoc tasks being assigned.

JOB REQUIREMENTS

- Minimum Diploma or its equivalent with at least 5-6 years working experience.
- Proficient in using Microsoft Office (Excel, Word & PowerPoint).
- Positive attitude, self-motivated, friendly and able to multi-task.
- Good interpersonal and effective communication skills.

OTHER INFORMATIONS

- Salary range – SGD3,000 to SGD4,500 depending on work experiences and last drawn salary.
- Working hours: 9:00 am - 6:00 pm or 8.30am to 5.30pm (Mon-Fri)
- Bonus: AWS + Variable Bonus (Average 1-2 months)
- Paid leave: 14 days, Sick leave: 14 days
- Insurance: Company-provided insurance (dental and hospital package)
- Medical expense subsidy: Up to SGD 400 per year
- Probation: 3 months
- Working From Home: not allowed
- Interview: 2 rounds (Face to Face interview)

JAC Recruitment Pte. Ltd.

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

Tel: +65 6224 6864 / +65 6411 0389 Name: Risako Hemmi

EA Personnel Registration Number: R25128801

#LI-JACSG

#countrysingapore

会社説明