



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

1548658

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07月22日 21:00

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

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.

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会社説明