



CR/095677 | Public Relation Officer (6 months)

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

1554755

業種

その他（メーカー）

雇用形態

契約

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08月12日 10:40

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

COMPANY OVERVIEW

My client is a prominent international construction and engineering firm with a strong presence in Singapore, serving as a regional headquarters for its operations across Asia. With roots tracing back over a century, the company has evolved from a marine civil engineering specialist into a full-spectrum general contractor known for its expertise in coastal, offshore, and urban infrastructure development.

JOB RESPONSIBILITIES

- Plan and execute public relations programme
- Handle feedbacks, suggestions and complaints from residents
- Executing necessary remedial actions

- Conduct site inspections with supervisor to verify problem and ensure rectification
- Set up of site office, liaise with government authorities, public and lessee of the property in relation to project work in progress
- Prepare circulars, letters, memos and notices to be properly documented and filed in the PR filing system
- Prepare quarterly newsletter for residents and stakeholders on work progress and PR updates
- Perform general administrative duties such as drafting correspondences, write meeting minutes, filing and data entry

JOB REQUIREMENTS

- Diploma in Civil Engineering/Building/Architectural
- Customer-oriented with good communication and interpersonal skills
- Pleasant personality with good customer service attitude
- Experience in public relation works would be an advantage
- Able to perform extended office hours
- Knowledge in Microsoft Office
- Bilingual in English & Mandarin (to liaise with Mandarin speaking associates)

Working Location: Singapore

Tey Tai Nian (Jerric) (R1552289)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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>

会社説明