



## PR/095895 | Guest Relations 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

1557677

#### 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09月09日 10:12

### 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

#### Client Experience Executive – Luxury

A prestigious luxury brand is seeking a poised and service-oriented professional to join its Singapore team in a front-of-house capacity. This role is ideal for someone who thrives in a refined environment and enjoys creating memorable experiences for high-profile clientele.

**Location:** Central Singapore

**Employment Type:** Full-Time

#### Key Responsibilities:

- Serve as the first point of contact for guests, ensuring a warm and professional welcome.
- Coordinate client appointments and assist with hospitality arrangements.
- Provide guided tours of the premises and introduce guests to brand experiences.

- Support client consultants with CRM-related tasks and data management.
- Assist in the planning and execution of exclusive in-store events.
- Liaise with external vendors for F&B and logistics support.
- Maintain high standards of presentation and service in line with luxury brand expectations.

**Requirements:**

- Exceptional interpersonal and communication skills.
- Prior experience in hospitality, luxury retail, or client servicing roles.
- Discreet, polished, and attentive to detail.
- Comfortable using CRM tools and basic office software.
- Able to multitask and support both operational and administrative functions.

**Why Apply?**

This is a rare opportunity to be part of a globally respected luxury brand, offering a dynamic and elegant work environment where excellence is celebrated.

JAC Recruitment Pte. Ltd.  
EA Licence Number: 90C3026  
Personnel Registration Number: R22105188 Jasmine Lee

#LI-JACSG  
#countrysingapore

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会社説明