



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

1560762

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10月07日 10:24

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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