



CR/096032 | Administrative Officer

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

1563184

業種

監査・税理士法人

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11月11日 05:00

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

COMPANY OVERVIEW

Our client provides end-to-end IT solutions including consulting, application development, infrastructure and network services, cybersecurity, and outsourcing support.

JOB RESPONSIBILITIES

- Support the review and coordination of vendor contracts and service agreements
- Maintain a well-organized contract repository and track key milestones (renewals, expirations, obligations)
- Collaborate with legal and procurement teams to ensure compliance and approvals
- Review and process quotations and invoices in line with approved contracts
- Track payment timelines and ensure timely submission of payment requests

- Prepare and submit documents via the bank's internal workflow system
- Monitor approval status and follow up on pending items
- Maintain accurate records for audit and compliance
- Coordinate with internal teams and external vendors

JOB REQUIREMENTS

- Bachelor's degree in a relevant discipline
- Proven experience in administrative roles
- Proficiency in English (spoken and written)
- Familiarity with contract and invoice-related administrative tasks.
- Good to have: Japanese language proficiency to effectively communicate with Japanese-speaking clients.

Working Location: Singapore

Wong Yi Lei (R23113652)

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