



PR/096420 | Customer Relations & Office Operations Manager

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

1570943

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

2026年02月24日 15:00

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

流暢

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

Our client in the pharmaceutical sector is seeking a Customer Relations & Office Operations Manager to act as the primary liaison for B2B customer inquiries, ensuring prompt and professional responses

Responsibilities:

1. Coordinate with sales and marketing teams in the Singapore office to support business activities across the SEA region.
2. Maintain regular correspondence with Headquarters to align on service standards and operational updates.
3. Oversee office backend operations, including administrative tasks and process improvements, to ensure smooth day-to-day functioning.

Requirements:

1. Proven experience in customer-facing roles within a B2B environment.
2. Strong communication and coordination skills, with ability to manage cross-border interactions.
3. Detail-oriented and proactive in handling both client relations and office operations.
4. Ability to work independently and manage multiple priorities effectively

Interested candidate please click APPLY NOW

Jennifer Maria Hardicar
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R1987984

#LI-JACSG
#countrysingapore

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会社説明