



## PR/096521 | Sales Support 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

1574765

業種

その他（メーカー）

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01月27日 10:49

## 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

## Company Overview

Our client is a global leader in the engineering and manufacturing industry, renowned for delivering high-performance engine systems and power solutions. They design, manufacture, and maintain cutting-edge products and systems, including power plants, transportation systems, and industrial machinery. As they continue to drive growth and expansion, they are now seeking a Sales Support Executive to join their team and contribute to their ongoing success.

## Key Responsibilities

- Sales Administration:** Manage incoming product status inquiries and oversee all sales documentation (Sales Orders, Invoices, Delivery Orders). You will process orders according to specifications, issue purchase orders to HQ, and maintain regional sales agreements.
- Payment Monitoring:** Track L/C and T/T payments with subsidiaries and dealers, follow up on overdue payments, and provide monthly data for accounting reports.

- Logistics Management: Coordinate day-to-day logistics operations, including tracking shipments, handling L/C negotiations post-shipment, and managing freight forwarder relationships (rate negotiation).
- Documentation: Prepare and maintain critical shipping documents (B/L, Commercial Invoices, Packing Lists, Certificates of Origin) and ensure compliance with permits and taxes.
- Stakeholder Liaison: Act as the key link between Sales, Production, and Procurement to ensure smooth order fulfilment. You will provide regular status updates to the sales team and contribute to process improvement projects.

#### Key Requirements

- Experience: Diploma in any discipline with a minimum of 3 years of experience in Logistics, Sales Support, or Supply Chain, preferably within a manufacturing environment.
- Technical Skills: Experience with SAP Hana is highly desirable. Proficiency in Microsoft Office is required, specifically with Basic to Intermediate Excel skills.
- Logistics Knowledge: Strong understanding of Incoterms, various shipment modes (containers), and shipping documentation (Forms B/D/E, Fumigation certificates, etc.) is essential.
- Soft Skills: Excellent organizational and coordination abilities with a customer-service mindset. Must have strong verbal and written communication skills to manage stakeholders effectively.
- Attributes: Ability to multitask under pressure, meet tight deadlines, and work independently.
- Bonus: Knowledge of ISO standards and Standard Operating Procedures (SOPs) is an advantage.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh  
 JAC Recruitment Pte Ltd  
 EA Personnel: R24121320  
 EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG  
 #countrysingapore

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会社説明