



## PR/096890 | Inventory & Sales Support Assistant

### 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

1586470

#### 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06月09日 10:00

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

基礎会話レベル

#### 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 well-established global manufacturer specialising in precision technology and advanced electronics solutions. With a strong legacy of engineering excellence and innovation, the organisation supports a wide portfolio of high-performance products across international markets, working closely with distributors and service partners to deliver reliable after-sales support and continuous product improvement.

#### JOB RESPONSIBILITIES

- Provide technical assistance and diagnostics support, including delivering product and service training to distributors and authorised service partners.
- Manage technical, warranty, spare parts, and service-related enquiries or complaints from end users, distributors, dealers, and e-commerce channels.

- Assess in-warranty claims and prepare documentation such as fault cost (F-Cost) reports for submission and approval.
- Track and analyse product quality issues or abnormal defects, generate technical reports, and coordinate corrective and preventive actions with factories, warehouses, and external partners.
- Develop and maintain service-related documentation, including training materials, service manuals, repair guidelines, and spare parts references.
- Oversee defective unit exchange processes, working with contractors on repair follow-ups, inspection, grading of returned units, and coordination prior to warehouse return.
- Handle regulatory requirements such as COC renewals and manage COC and WELS testing and registration for new product introductions.
- Support field testing, pilot runs, and technical evaluations for new product launches in collaboration with distributors.
- Contribute to the establishment, optimisation, and continuous improvement of service operations and service centres across local and export markets.

#### JOB REQUIREMENTS

- Diploma or higher qualification in Engineering or a related technical field.
- At least 2 years of relevant experience in after-sales service, technical support, or service operations within the consumer electronics or related industry.
- Solid technical understanding of home appliances, precision equipment, or audio-visual products.
- Strong analytical and troubleshooting skills with a hands-on approach to technical problem-solving.
- Proficient in Microsoft Office applications and experienced in preparing technical and service documentation.
- Able to work independently while communicating effectively with internal teams, manufacturing plants, distributors, and external service partners.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

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