



PR/097449 | Service 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

1605526

業種

医療機器

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08月18日 05:00

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

ネイティブ

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

A leading regional solutions provider in the science and healthcare sector, the organization specializes in enabling access to world-class technologies and delivering comprehensive end-to-end solutions. Its expertise spans research laboratories, quality control, pharmaceutical manufacturing, clinical diagnostics, and patient care across Asia.

JOB RESPONSIBILITIES

Our client is a well-established regional organization serving the science, healthcare, laboratory, and medical sectors across Southeast Asia. With decades of industry experience, the company provides advanced solutions that support research, quality control, diagnostics, pharmaceutical production, and patient care.

They are seeking a highly organized and customer-focused Service Support Executive to join their Service Team and support daily service operations.

- Prepare service quotations, contracts, and related documentation
- Coordinate preventive maintenance schedules and service appointments
- Manage service requests and breakdown calls efficiently
- Follow up on service jobs to ensure timely completion and customer satisfaction
- Maintain accurate service records, databases, and operational reports
- Liaise with customers, service engineers, vendors, and principals on service-related matters
- Support spare parts ordering, inventory monitoring, and warranty administration
- Prepare reports and documentation using Microsoft Office applications
- Assist with service operations through SAP, SAGE, or other ERP systems
- Work closely with internal teams to achieve operational goals and service excellence

JOB REQUIREMENTS

- Diploma in Business, Science, Engineering, or a related discipline
- Minimum 3 years of experience in service coordination, customer support, administration, or business operations
- Experience in the scientific, laboratory, medical equipment, healthcare, or consumables industry will be an added advantage
- Strong communication skills with good spoken and written English
- Proficient in Microsoft Word, Excel, and PowerPoint
- Meticulous, organized, and detail-oriented
- Familiarity with SAP, SAGE, or other ERP systems will be advantageous
- Positive attitude with a willingness to learn and grow
- Able to work independently and collaboratively within a team environment

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明