

シンガポールの求人なら
JAC Recruitment Singapore

PR/097463 | Sales Admin 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
1605532

業種
化学・素材

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
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 well-established multinational organization in the electronics and technology sector, with a strong global presence across Asia, Europe, and the Americas. The company specializes in providing innovative electronic materials, components, and industrial solutions that support a wide range of industries, including manufacturing, automotive, consumer electronics, and telecommunications. Known for its commitment to quality, operational excellence, and continuous innovation, the organization offers a collaborative work environment and opportunities for professional growth while maintaining high standards in customer service and business operations.

JOB RESPONSIBILITIES

Our client is a reputable multinational company in the electronics industry seeking a Sales Admin Executive to join its Electronics Business Division. This position is ideal for individuals with strong administrative and coordination skills who enjoy supporting sales operations, managing documentation, and collaborating with various stakeholders to ensure smooth order processing and delivery fulfillment.

- Manage end-to-end sales order processing, including order entry, payment verification, delivery order preparation, invoicing, and related documentation.
- Maintain accurate sales records and ensure proper filing and document control.
- Monitor order progress and coordinate with internal teams to support timely order fulfillment.
- Liaise closely with customers, suppliers, warehouse personnel, and logistics providers to ensure on-time deliveries.
- Prepare shipping documents and support import/export documentation where required.
- Assist with month-end sales closing activities, including data reconciliation and report preparation.
- Provide administrative support to the sales team and contribute to process improvements where applicable.

JOB REQUIREMENTS

- Diploma in Business Administration, Supply Chain Management, or a related field.
- 1–2 years of experience in Sales Administration, Sales Coordination, Customer Service, Order Management, or a similar function.
- Proficient in Microsoft Office applications, particularly Excel.
- Strong attention to detail with excellent organizational and time management skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Good communication and interpersonal skills to effectively coordinate with internal departments and external parties.
- Experience handling import/export documentation or supply chain operations will be advantageous.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明