



CR/097690 | Sales - Renewals & Deal Manager / 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

1614520

業種

その他（商社）

雇用形態

契約

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09月29日 10:29

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

ビジネス会話レベル

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

The company is a leading provider of cloud-based enterprise solutions designed to help organizations streamline operations and enhance workforce productivity. With a focus on innovation, flexibility, and user-centric design, it supports businesses in managing their people, processes, and strategic goals more effectively.

This is a 12-month agency contract role (possibility of renewable/extension).

JOB RESPONSIBILITIES

- Support Deal Managers in day-to-day deal operations.
- Prepare pricing proposals and quotations.
- Generate and review contracts for accuracy.
- Track and manage opportunities and activities in Salesforce.

- Maintain operational data and process documentation.
- Prepare monthly reports and KPI tracking.
- Handle multiple operational and administrative tasks simultaneously.
- Ensure timely and accurate execution of deal-related processes.
- Collaborate effectively with Sales and cross-functional teams.

JOB REQUIREMENTS

- Atleast 1 year of work experience.
- Strong attention to detail and execution skills.
- Comfortable with pricing, quoting, contract generation, and operational tasks.
- Ability to manage multiple requests and priorities in a fast-paced environment.
- Strong numerical and analytical skills with proficiency in Microsoft Excel.
- Good communication and stakeholder management skills.
- Proactive, eager to learn, and willing to take ownership of tasks.
- Comfortable raising questions and escalating concerns when required.
- Experience in Deal Desk, Sales Operations, Sales Support, Renewals, Order Management, Contract Administration, or similar operational roles is good to have.
- Experience with Salesforce or other CRM platforms is good to have.
- Understanding of SaaS business models, pricing, licensing, and commercial processes is good to have.
- Interest in developing a career in Deal Desk or Commercial Operations.

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

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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会社説明