

PR/097713 | Strategy & Operations Associate (Consumer Electronics)

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
1616031

業種
小売

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11月17日 07:00

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

Key Responsibilities

- Provide administrative and coordination support to the Strategy & Operations team.
- Manage meetings, schedules, presentations, reports, minutes, and action trackers.
- Consolidate weekly/monthly performance reports and maintain operational trackers.
- Support trade-in, and other commercial programs across multiple markets.
- Coordinate with regional teams, retailers, internal partners, and external stakeholders.
- Track program performance, inventory, marketing spends, forecasts, and key KPIs.
- Support Monthly and Quarterly Business Reviews, including presentations and management summaries.

- Assist with channel mapping, strategic projects, and other regional initiatives.
- Follow up on project timelines, deliverables, and outstanding actions.

Requirements

- Bachelor’s Degree in Business, Marketing, Operations or related discipline.
- 1–3 years of experience in administration, project coordination, operations, or commercial support.
- Strong Excel and PowerPoint skills with good data and reporting capabilities.
- Organized, detail-oriented, and able to manage multiple deadlines.
- Strong communication, coordination, and stakeholder management skills.
- Proactive, responsible, and comfortable working across regional and cross-functional teams.

Varick Lee
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R2197221

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#countrysingapore

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会社説明