



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10月06日 10:26

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

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

#LI-JACSG
#countrysingapore

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