

PR/097778 | Management Associate (Mexico-based Rotation Program)

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
1618593

業種
石油・エネルギー

雇用形態
正社員

勤務地
メキシコ

給与
経験考慮の上、応相談

更新日
2026年11月03日 08:00

応募必要条件

職務経験
3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

Job Title: Management Associate (Mexico-based Rotation Program)

Location: Singapore - Central

Your New Company

Our client is a growing international energy infrastructure business involved in large-scale natural gas and energy projects. Operating in a fast-paced and entrepreneurial environment, the company plays a key role in supporting critical infrastructure developments and offers employees the opportunity to gain broad exposure across commercial, operational, financial, and strategic initiatives.

With a strong focus on growth and innovation, this is an excellent opportunity for individuals seeking international exposure, regional mobility, and the chance to work closely with senior leadership on high-impact business projects.

About the Role

This is an exciting opportunity for a highly motivated individual to work directly with senior leadership in a dynamic

international business. As a Management Associate, you will support key initiatives across commercial, finance, operations, and administration functions while gaining hands-on exposure to strategic projects and business decision-making.

The role offers extensive learning opportunities, international exposure, and a clear pathway for career growth, including overseas assignments and cross-functional experience across multiple areas of the business.

Your New Role

- Support the General Manager in coordinating priorities, projects, and deliverables across multiple business functions.
- Liaise with internal stakeholders to track progress, follow up on action items, and ensure timely execution of key initiatives.
- Prepare management reports, presentations, meeting materials, and business updates for senior leadership.
- Consolidate and analyze operational, commercial, and financial information to support decision-making.
- Coordinate internal and external communications with business partners, vendors, customers, and advisors.
- Assist in reviewing contracts, proposals, quotations, procurement matters, and other commercial documentation.
- Conduct research, market analysis, and business evaluations to support new initiatives and strategic projects.
- Attend meetings, document key discussions, and monitor follow-up actions to ensure accountability.
- Support cross-functional projects and special assignments as directed by management.
- Travel regularly and undertake extended overseas assignments, particularly in Mexico during the structured training period.
- Work closely with regional and international teams to facilitate collaboration and resolve operational matters.
- Develop a broad understanding of the business, operations, and management processes to support future career progression within the organization.
- Perform additional responsibilities and projects as required by the business.

Key Qualifications for Success

- Bachelor's degree in Business, Finance, Accounting, Economics, Law, Engineering, or a related discipline.
- 1-3 years of professional experience preferred; outstanding fresh graduates are welcome to apply.
- Strong analytical, organizational, and problem-solving skills.
- Excellent communication and interpersonal skills, with strong written and spoken English.
- Spanish proficiency is an advantage, or a genuine willingness to learn.
- Proficient in Microsoft Excel, PowerPoint, and Word.
- Able to understand and interpret financial and commercial information.
- Comfortable working across multiple business functions in a dynamic environment.
- Willing to travel extensively and undertake extended overseas assignments in Mexico, with additional regional and international travel as required.
- Adaptable and able to work effectively across different cultures, time zones, and changing business priorities.
- Prior international exposure, project-based experience, or cross-cultural experience will be an advantage.

Ready to Take the Next Step?

Interested applicants may submit their updated CV by clicking APPLY NOW. All applications will be reviewed and treated in strict confidence.

Do note that we will only be in touch if your application is shortlisted.

Bryan Ashwin
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R24122938

#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.

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会社説明