

Office Administrator

Our Company

JD Union Pte. Ltd. was established in Singapore in 2005 by professional R&D researchers. We provide turnkey solutions by selling key components of laser, scanner and optics. Additionally we provide a microprocessing lab with our supplies, so clients can get familiar with new lasers as well as we optimize their laser process. Our strategy is to focus on world class Fiber and DPSS lasers provider and customer service.

Responsibilities

- General Administrative Work (e.g. telephone service, handle incoming and outgoing mails, buying office supplies)
- Logistics (e.g. manage shipping)
- Representation office
- Assist General Manager
- Flight/Hotel/Visa arrangements
- Customer inquiries
- Website maintenance
- Assist and support on other job related and ad-hoc duties

Job Requirements

- Fluent in English (spoken and written)
- Work experience of at least 2 years
- Able to multi-task and work independently
- Strong organizational skills
- Accurate working
- Sound knowledge of MS office
- Chinese speakers preferred

We offer

- Full-time job (30h/week, flexible)
- Flexible working hours
- Salary S\$ 2,000/month (negotiable)
- Good working environment

Interested?

Send us your full application (cover letter, CV and relevant credentials) to jobs@jd-union.com and become a member of the JD Union family.