

Job Description

We are looking for an **Office Administrator** to join our team at DeltaFrontier **in Singapore**. An innovative Singapore-based company, DeltaFrontier is a fast-growing value-added solution partner providing cutting-edge technologies in the AI and IoT industry. As a regional distributor, we strive to be a leading new technology solution and product supplier.

Why DeltaFrontier?

DeltaFrontier's success is attributed largely to the highly skilled staff we employ and the professional service we provide, allowing us to expand speedily in this region. Our team is the driving force of the company, forging ahead to accomplish its mission and vision. Consisting primarily of proactive, accountable and creative talents with hands-on experience, you can learn from our MNC-background team to support various pre-and post-sales projects.

- You want the primary responsibility of supporting sales growth initiatives across South East Asia.
- You are passionate about new technologies and high growth in the upcoming years.
- You love working in a startup environment and can take responsibility in critical projects.

Responsibilities

- Ensure all operations are carried on in an appropriate, cost-effective way.
- Improve operational management systems, processes and best practices.
- Purchase materials, plan inventory and oversee warehouse efficiency.
- Help the organization's processes remain legally compliant.
- Formulate strategic and operational objectives.
- Examine financial data and use them to improve profitability.
- Manage budgets and forecasts.
- Perform quality controls and monitor production KPIs.
- Recruit, train and supervise staff.
- Find ways to increase the quality of customer service.
- Setup operational policy and procedures.
- Implement CRM and other business tools to improve productivity.
- Create invoices and quotations, and maintain our customer database.
- Maintain vendor accounts, make orders, and support requests as needed.

Requirements

- Bachelor's Degree in Operations Management, Business Communication or other related fields.
- Relevant experience in business operations, business management, or other similar jobs.
- Experience with business operations.
- Experience with Human Resources.
- Experience assisting top executives with workplace issues.
- Strong interpersonal communication skills.
- Excellent customer service skills, decision-making skills, and conflict management skills.

What we offer

- A great team and culture with an MNC-background management team.
- Competitive salary and benefits.
- High growth opportunity for career development.
- Colleague recognition awards.
- Regional business travel expansion.

DeltaFrontier Pte Ltd

77 High Street , #08-13 Singapore 179433

Tel: 69626981

Email: HR@DeltaFrontier.com