

Executive Assistant to the CEO cum Corporate Administrator (CEO 行政助理)

Company: **JD Union Pte Ltd**

Location: #07-06, 8 Boon Lay Way, Tradehub 21, Singapore 609964

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Company Profile:

JD Union Pte Ltd is a trusted leader in photonic products for laser material processing. We work with top suppliers to develop and test customized laser solutions in our own application lab. For more than 10 years, we've been the one-stop partner for system integrators—from MNCs to SMEs—delivering fast responses, expert support, and lasting partnerships that add value across the supply chain.

Job Description:

We are seeking a highly capable and proactive individual to join us as **Executive Assistant to the CEO & Corporate Administrator**. This unique role offers direct insight into corporate strategy, international operations, and executive leadership within the dynamic photonics and advanced manufacturing sector. Moving beyond traditional administrative support, the position is integral to project coordination, business operations, and high-level event management.

Responsibilities:

- Executive Support: Proactively manage the CEO's schedule, priorities, and communications with internal and external stakeholders.
- Corporate Operations: Oversee company-wide administrative functions, including the management of operational documentation for shipping, warehousing, and reporting.
- Event Management: Lead the end-to-end planning and execution of international trade shows, exhibitions, and corporate events.
- Strategic Support: Compile and prepare detailed reports, presentations, and analysis to facilitate executive decision-making.
- Data Management: Maintain the accuracy and integrity of company data within ERP system.

Requirements:

- Bachelor's degree in engineering, Business, Management, Finance, or a related field.
- Exceptional organizational, analytical, and verbal/written communication skills.
- Full professional proficiency in both English and Mandarin.
- Proven problem-solving ability and a collaborative approach to interdisciplinary work.
- Highly motivated, responsible, and adaptable, with the ability to thrive in a fast-paced environment.

We Offer:

- Competitive Compensation & Benefits: A comprehensive package including base salary, Annual Wage Supplement (AWS), performance bonus, and long-term incentives (LTI).
- Extensive Benefits: Full compliance with local regulations, plus comprehensive allowances for medical, transport, and mobile expenses, and complete insurance coverage.
- Specialized Training: Systematic, hands-on training in photonics applications using the latest laser and optical technologies.
- Excellent Environment: Modern, spacious office and lab facilities located near NUS, designed to inspire innovation.
- Supportive Culture: A collaborative team environment that values every idea and supports your professional and personal well-being.