



PR/095087 | Shipping Coordinator(Chinese, English, Japanese speaker)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1538287

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 1st, 2025 20:14

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

[Position]

Shipping Coordinator(Chinese, English, Japanese speaker)

(City office, no overtime, no experience required)

[Responsibilities]

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Mainly processing orders from customers and adjusting product delivery schedules

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Handling orders while communicating with customers, oversea offices, factory, the Japan headquarters

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The main tasks will be administrative, so it is important to accurately perform the assigned tasks

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You will receive handover training from the current person in charge

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There is basically no overtime, making it easy to maintain a work-life balance

[Requirements]

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Business communication skills in Chinese and English are required for interactions with overseas offices and customers

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Japanese language proficiency at N3 level or above is required for interactions with the Japan headquarters

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PC skills and administrative processing abilities necessary for document work

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No experience in trade affairs is required (The current person in charge also joined without prior experience.)

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Ability to accurately perform assigned tasks

[Others]

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Salary: 3,000~4,200 SGD (determined based on experience)

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Working Hours: 8:30 AM to 5:30 PM (basically no overtime)

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Bonus: AWS available

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Annual Leave: 14 days in the first year. From the following year, +1 day/year, up to a maximum of 21 days

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Medical Leave: 14 days

JAC Recruitment Pte. Ltd.

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#countrysingapore

Company Description