



PR/095090 | Assistant Supply Chain Manager

Job Information

Recruiter[JAC Recruitment Singapore](#)**Job ID**

1540469

Industry

Tourism

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:18

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

Company Overview

Our client is a world leader in ground transportation, specializing in roadshows, global events, and corporate travel. They boast an impressive global reach, with operations worldwide. Their services cater to the demands of busy business travelers and travel bookers, providing peace of mind through consistent delivery, bespoke booking solutions, and an experienced team. As they continue to drive growth and expansion, they are now seeking an Assistant Supply Chain Manager to join their team and contribute to their ongoing success.

Key Responsibilities

- Manage affiliate sourcing and relationships in APAC, ensuring timely job assignments and high customer satisfaction.
- Handle logistical issues, emergency rearrangements, and service recovery plans.
- Provide support to Reservation and Roadshow teams as needed.
- Develop operational plans aligning with the organization's strategic direction, monitoring performance goals and quality assurance standards.
- Oversee fleet management, including vehicle servicing, inspection, and maintenance.
- Foster relationships with vendors and suppliers, ensuring compliance with company expectations.

- Identify and mitigate risks, implementing measures to control them.
- Ensure timely reporting and data analysis for operational review.
- Pursue personal development and attend training as required.

Key Requirements

- Bachelor's degree or local university equivalent.
- 2-3 years of experience in supply chain management or a related field.
- Exceptional attention to detail, organizational skills, and prioritization abilities.
- Proficiency in Microsoft Office and ability to work effectively under pressure.
- Flawless communication and interpersonal skills.
- Ability to travel to meet suppliers as necessary.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh
JAC Recruitment Pte Ltd
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

Company Description