



PR/095501 | Shipping Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1545459

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 10:38

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

???? Job Opening: Shipping Executive (Import/Export Logistics)

Are you an experienced logistics professional with a strong grasp of shipping coordination and trade documentation? We're hiring a Shipping Executive to manage end-to-end import/export operations and support our growing logistics team.

Location: Singapore

Employment Type: Full-Time

Key Responsibilities

- Coordinate daily incoming and outgoing shipments
- Book container space directly with carriers (import/export/re-export)
- Monitor Arrival Notices and Bills of Lading
- Handle cargo marine insurance and Tradeweb permit declarations

- Plan and process orders with warehouse teams
- Track demurrage, storage, and detention charges
- Maintain inventory records and perform stock reconciliation
- Support administrative tasks as needed

Requirements

- Minimum 'O' Level or equivalent practical experience
- 2–3 years of experience in shipping coordination and Tradeweb declaration (Tradenet ID required)
- Familiarity with ERP systems (multi-currency & inventory modules preferred)
- Candidates with relevant experience may be considered for a senior position

Why Apply?

- Be part of a dynamic logistics team
- Gain exposure to international shipping operations
- Opportunities for growth and development

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22105188

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Company Description