



## PR/095501 | Shipping Executive

### Job Information

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

1548831

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:50

### 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

Jasmine Lee

#LI-JACSG

#countrysingapore

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Company Description