



JAC Recruitment

We are recruitment specialists around the globe

Singapore



## PR/095564 | Logistics Executive

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1548849

**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

## ???? Logistics Specialist – Singapore

Are you a detail-oriented logistics professional with a passion for customer service? We're looking for a Logistics & Customer Service Executive to join a dynamic team in Singapore, supporting operations across Asia.

???? **Location:** Singapore

???? **Employment Type:** Full-time

This role is ideal for someone who thrives in a fast-paced environment and enjoys managing both logistics and customer relationships. You'll be responsible for **overseeing the full order cycle**—from issuing purchase orders to coordinating shipments—while maintaining clear and professional communication with suppliers, clients, and logistics partners.

**Key Responsibilities**

- Manage the full active/passive order cycle using ERP software
- Issue purchase orders, proforma invoices, packing lists, and other related documentation
- Coordinate with suppliers, forwarders, and local 3PLs for import/export procedures
- Serve as the main contact for clients and distributors, providing updates and support
- Ensure smooth shipping operations, particularly for clients in Japan

#### **What We're Looking For**

- Proven experience in logistics operations (import/export)
- Familiarity with documentation and procedures related to international shipping
- Proficiency in Microsoft Office (Word, Excel)
- Strong communication skills and customer service mindset

JAC Recruitment Pte. Ltd.  
EA Licence Number: 90C3026  
Personnel Registration Number: R22105188

Jasmine Lee

#LI-JACSG  
#countrysingapore

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>  
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Company Description