



PR/095654 | Brand Licensing Coordinator

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1552513

Industry

Digital Marketing

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 10:39

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

???? **Licensing Executive / Senior Executive** ????

Location: Southeast Asia Region

Employment Type: Full-Time

Are you passionate about brand licensing and looking to grow your career in a dynamic and creative industry? We're seeking a Licensing Executive / Senior Executive to support licensing operations across Southeast Asia.

Key Responsibilities:

- Support the licensing team in day-to-day operations and administrative tasks.
- Manage certification sticker processes, inventory, and logistics coordination.

- Liaise directly with licensees, agents, and warehouse teams.
- Maintain accurate records and submit monthly reports to Finance.
- Handle FlowHaven account setup and royalty report uploads.
- Assist with contract filing and general business team support.
- Respond to external email inquiries and update internal trackers.
- Provide coverage for team members during leave periods.

Requirements:

- Diploma or Degree in Business Management or a related field.
- 3–5 years of experience in sales administration; licensing industry experience is a plus.
- Proficient in Microsoft Office; familiarity with licensing management systems is advantageous.
- Strong initiative and proactive mindset to improve workflows.
- Excellent team player with collaborative spirit.
- Knowledge of shipping procedures, customs regulations, and logistics is preferred.

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

#LI-JACSG
#countrysingapore

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Company Description