

シンガポールの求人なら JAC Recruitment Singapore

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

October 28th, 2025 12:01

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

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

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 Terms and Conditions Link: https://www.jac-recruitment.sg/terms-of-use

Company Description