



CR/095640 | Senior Shipping Coordinator

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1554753

Industry

Audit, Tax Accounting

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:40

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

COMPANY OVERVIEW

Our client is operating as a diversified general trading and investment company across nine business domains, including energy, chemicals, infrastructure, and consumer services, in 15 countries throughout the Asia Pacific region.

JOB RESPONSIBILITIES

- Ensure timely and accurate processing and coordination of shipments, including documentation, to facilitate smooth customs clearance for customers.
- Comply strictly with all internal policies and procedures to uphold business integrity and regulatory standards.
- Prepare and issue sales and purchase contracts promptly upon business confirmation.
- Generate regular reports (e.g., monthly gross profit, outstanding contracts) to monitor and track business

performance.

- Maintain effective communication with suppliers, customers, and both internal and external stakeholders to support seamless operations.

JOB REQUIREMENTS

- At least 3 years of relevant experience in the trading industry, preferably within the food sector.
- Solid understanding of Incoterms 2020 and their practical application in international trade and shipping.
- Proficient in English with strong communication skills.
- A collaborative team player with a structured and cooperative mindset.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

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Company Description