



PR/095972 | Operations Coordinator

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1559117

Industry

Retail

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 10:39

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

Job Title: Operations Coordinator

Location: Singapore

Your New Company: A fast-growing consumer electronics brand with a global presence is seeking a detail-oriented and proactive Operations Coordinator to join its Singapore team. Known for delivering high-quality products and seamless customer experiences, the company is expanding its operations team to support its growing online business across international markets.

Your New Role: As an Operations Coordinator, you will be responsible for ensuring smooth order processing, accurate inventory tracking, and timely logistics coordination. You'll play a key role in maintaining operational efficiency and supporting the backend of the company's digital commerce engine. **Key Responsibilities:**

- Manage daily order processing and coordinate with logistics partners to ensure timely shipping.
- Create and issue shipping labels with clear instructions for 3PL partners.

- Track and update shipment statuses, resolving delays or discrepancies proactively.
- Respond to customer inquiries related to orders across various online sales channels.
- Verify shipping invoices for accuracy and completeness.
- Reconcile monthly eCommerce sales records to ensure accurate transaction and fee tracking.
- Monitor inventory levels and analyze SKU-level sales trends to support replenishment planning.
- Maintain daily logs of inventory movements, counts, and adjustments.
- Assist with sales tax filings and ensure timely submissions.
- Investigate and file billing or return-related disputes with platforms and logistics partners.
- Support general administrative and operations-related tasks as needed.

Qualifications:

- Diploma with at least 2 years of relevant work experience.
- Strong proficiency in Google Sheets and Microsoft Excel.
- Meticulous attention to detail and ability to spot discrepancies quickly.
- Self-motivated with a proactive working style.
- Ability to multitask and thrive in a fast-paced environment.
- Basic bookkeeping and arithmetic skills.
- Strong communication skills.
- Fluency in Mandarin to liaise with colleagues and partners based in China.

Ready to Take the Next Step?

Interested applicants, please click **APPLY NOW** or send a copy of your updated CV to Pinru.chen@jac-recruitment.com for a confidential chat.

Do note that we will only be in touch if your application is shortlisted.

Chen Pinru
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R25130085

#LI-JACSG
#countrysingapore

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Company Description