



PR/096178 | Operation Executive - 1 year

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1564296

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

December 2nd, 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

COMPANY OVERVIEW

Our client is a leading provider of advanced diagnostic imaging and medical informatics solutions. Serving the ASEAN, SAARC, and Oceania regions, the company offers a comprehensive portfolio including MRI, CT, X-ray, ultrasound, endoscopy, and mammography systems.

JOB RESPONSIBILITIES

- Manage and plan import/export processes, including customs documentation and shipping schedules.
- Ensure adherence to local and international customs and regulatory requirements.
- Collaborate with warehouse teams to facilitate timely receipt and delivery of goods.
- Handle documentation related to sales, import/export, and logistics.
- Coordinate with internal and external stakeholders to ensure seamless sales execution.

- Maintain and update reports on forecasts, sales, inventory, and accounts receivable.
- Prepare banking documents for Letter of Credit negotiations.
- Execute SAP tasks such as creating sales orders, purchase orders, and credit/debit notes.
- Liaise with vendors, freight forwarders, and customers to resolve shipment and payment issues.
- Monitor account receivables and maintain ageing reports.
- Generate monthly sales and delivery performance reports.
- Perform other duties as assigned.

JOB REQUIREMENTS

- Diploma in Logistics, Business Operations, or a related field.
- Minimum 2 years of experience in logistics or order management.
- Strong communication skills (written and verbal).
- Familiarity with SAP and good organizational/project management skills preferred.
- Ability to work independently with minimal supervision.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description