



シンガポールの求人なら
JAC Recruitment Singapore

PR/096242 | Operation Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1566024

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 18th, 2025 10:38

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 Singapore-based logistics and supply chain solutions provider offering comprehensive services such as ocean and air freight forwarding, land transport, warehousing, and value-added distribution across Southeast Asia and global trade lanes.

JOB RESPONSIBILITIES

- Oversee all aspects of air import and export operations.
- Prepare and verify Air Waybills (AWB) and related documentation.
- Handle export permit declarations and maintain effective communication with shippers, consignees, and airlines.
- Work closely with Customer Service and Warehouse teams to ensure smooth operational flow.
- Perform compliance checks for Dangerous Goods (DG) and temperature-sensitive cargo.
- Monitor console cut-off times and cargo lodgement to meet urgent shipment deadlines.
- Ensure accurate and timely processing of import/export documents, including MAWB, HAWB, and cargo manifests.
- Validate cargo details such as weight, slips, invoices, and packing lists before documentation.
- Manage DG declarations and coordinate with third parties for packaging in line with DGR regulations.
- Arrange air shipment bookings and trucking services for pickups.

- Minimum 4 years of experience in Air Export/Import operations.
- Strong written and verbal communication skills in English.
- Proven problem-solving ability within air freight logistics.

JOB REQUIREMENTS

- Minimum 4 years of experience in Air Export/Import operations.
- Strong written and verbal communication skills in English.
- Proven problem-solving ability within air freight logistics.
- In-depth knowledge of air freight processes, including rating, booking, and customer service.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description