



## PR/096385 | Supply Chain Management Officer (1 year contract)

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1568062

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

December 9th, 2025 10:34

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**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 prominent food manufacturing and distribution organization in Singapore, committed to delivering premium-quality products and fostering innovation within the industry.

#### JOB RESPONSIBILITIES

- Issue invoices to the factory and follow up to obtain all necessary documents (e.g., manufacturing certificates).
- Manage and process order revisions for breakages, ensuring updates are completed prior to invoicing based on factory notifications.
- Review and update the Carrier's Bill of Lading (B/L) as required.
- Verify margin details and confirm accuracy before finalizing invoices.

- Consolidate, review, amend, and forward the complete set of export documents to the Order Team.
- Handle LC/DA/DP term orders, including application, document consolidation, obtaining signatures, and submission to the bank or customer as applicable.
- Apply for marine insurance, review details, and secure the insurance certificate.
- Submit tax invoices to the Finance Department.
- Prepare and maintain weekly and monthly reports as required.

#### JOB REQUIREMENTS

- Minimum NITEC qualification in any discipline.
- 0–2 years of relevant experience.
- Pleasant and mature personality with strong customer service orientation.
- Ability to multitask and work independently with minimal supervision.
- Familiarity with shipping and manufacturing processes is an advantage.
- Knowledge of Incoterms and import/export documentation preferred.
- Strong customer service skills.
- General awareness of global events and issues impacting shipping.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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#### Company Description