



PR/096418 | Shipping Coordinator

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1570942

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

This is a Japanese company that produces products loved worldwide and well-known among local communities. They are looking for someone who has experienced shipping coordinate roles.

JOB RESPONSIBILITIES

Trade Administrator Responsibilities

- Prepare, review, and manage export documents (invoice, packing list, L/C, B/L, etc.).
- Handle customs clearance procedures (preparation and submission of customs declarations and import/export permits).
- Arrange shipping methods (sea and air freight) and liaise with freight forwarders.
- Coordinate and manage shipment and delivery schedules, as well as inventory management.
- Communicate with overseas clients via email and phone, and respond to any issues.

JOB REQUIREMENTS

- Japanese language skills: Better to have(candidates with Japanese proficiency will be required to communicate with the headquarters).
- Trade administration experience: Required, preferably 3 years or more.
- Ability to steadily perform assigned tasks.
- Proactive and self-motivated individual.

BENEFITS

Salary: S\$4,500-5,200

AL: 14 days

I regret to inform that only shortlisted candidates will be contacted by JAC consultants, thank you for your understanding.

JAC Recruitment Pte. Ltd.

1 Raffles Place #42-01, One Raffles Place, Tower 1, Singapore 048616

Tel: 6323 4779 / 6411 0335 Name: Natsumi Sugimoto

EA Personnel Registration Number: R24122374

#LI-JACSG

#countrysingapore

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description