



シンガポールの求人なら
JAC Recruitment Singapore

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.

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EA Personnel Registration Number: R24122374

#LI-JACSG

#countrysingapore

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Company Description