



PR/096434 | Petroleum Product Operations Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1570946

Industry

Petrochemical, Energy

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

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

- Preparing deal contracts and countering /negotiation with counterparties.
- Ensure that all commercial and operational obligations/nominations arising from the contracts are carried out and in compliance with the company's standards.
- Handling cargo and vessel operations include vessel screening, preparation of relevant documentations and bunkering for vessels if any.
- Ability to liaise with suppliers, surveyors, ship brokers, agents and bunker seller/supplier to ensure timely shipment. (*Due to the nature of operational duties, occasional responses outside normal working hours may be required, depending on the status and movements of vessels.)
- Monitoring of vessel movements to ensure timely delivery to receivers.
- To communicate closely with agents, surveyors, suppliers and receivers to ensure smooth cargo shipment.

- Handling of Trade finance for e.g Letter of Credit.
- Handling of claims including but not limited to demurrage.
- Calculation and negotiation of demurrage.
- Preparing pricing, invoices and monitor payments.
- Ensure that all operational information is entered timely and accurately into the Company's trading systems.
- Preparation of carbon documentation and maintenance including responding to the audit for renewable energy, e.g. calculation mass balance of GHG.
- To assist with any Ad-hoc work assign by the company

Requirements:

- At least 3 years' relevant bulk cargo operation experience
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Possess excellent communication and interpersonal skill
- Demonstrates sound judgment and discretion in handling confidential information and sensitive matters
- Highly organized and detail-oriented, with a strong sense of urgency and ability to prioritize tasks effectively
- Reliable, professional, and approachable, fostering positive working relationships
- Proactive with a positive learning attitude, able to work effectively both independently and as part of a team

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Kashmiethaa V Chandran

JAC Recruitment Pte Ltd

EA Personnel: R24122846

EA Personnel Name: KASHMIETHAA V CHANDRAN

#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