



PR/096468 | Licensing Executive / Senior Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1572296

Industry

Retail

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 10:39

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Licensing Executive/ Senior Executive

Location: Singapore

Your New Company Step into the world of creativity and charm with a globally loved character brand that has captured hearts for decades. The company is expanding its licensing operations across Southeast Asia and is looking for a dedicated professional to join its dynamic team.

Your New Role As a Licensing Executive / Senior Executive, you will support the licensing business by managing operational processes, coordinating with partners, and ensuring smooth execution of licensing activities. This role combines administrative precision with business support, making you a key contributor to the brand's regional success. **Key**

Responsibilities

- Provide day-to-day support for licensing operations across Southeast Asia.
- Manage certification sticker processes, including inventory control, application checks, and logistics coordination.
- Liaise with licensees, agents, and warehouse teams to ensure timely order fulfillment.
- Prepare and submit monthly reports to Finance within deadlines.
- Handle account creation and user access requests for licensees.
- Assist in evaluating new licensing opportunities and tracking performance metrics.
- Maintain accurate records of licensing agreements, processes, and documentation.
- Develop onboarding guides for newly signed deals.
- Support the business team with administrative tasks and cover duties during team absences.
- Stay informed on licensing trends and compliance requirements.
- Contribute to research and special projects as needed.

Qualifications

- Diploma or Degree in Business Management or a related discipline.
- 3–5 years of experience in sales administration or licensing support; experience in licensing is an advantage.
- Proficient in Microsoft Office; knowledge of licensing management systems is a plus.
- Strong organizational skills with the ability to manage multiple priorities.
- Proactive and detail-oriented, with a drive to improve processes.
- Excellent communication and teamwork skills.
- Familiarity with shipping procedures, customs regulations, and logistics is preferred.

Ready to Take the Next Step?

Interested applicants, please click **APPLY NOW**.

Do note that we will only be in touch if your application is shortlisted.

Chen Pinru
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R25130085

#LI-JACSG
#countrysingapore

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Company Description