



## 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

#countriesingapore

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## Company Description