



PR/096477 | Operation

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1572299

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 06:00

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

Company Overview

Our client is a ship-owning and operating arm of a Japanese conglomerate. They focus on the ownership and chartering of a diverse fleet, primarily consisting of bulk carriers and tankers. They provide comprehensive shipping solutions, including commercial management and vessel operations. As they continue to drive growth and expansion, they are now seeking an Operation Executive to join their team and contribute to their ongoing success.

Key Responsibilities

- **Vessel Operations Management:** Lead the daily operation of vessels (acting as ship-owners and/or bareboat charterers), ensuring safe operations in cooperation with ship-managers and strict adherence to industry regulations and in-house procedures.
- **Commercial Compliance:** Ensure full compliance with Charter Party requirements. Act as the central liaison for operational information between vessels, brokers, Charterers, and agents.

- **Voyage Performance:** Monitor and record all details of voyage performance, including off-hire, stoppages, and delays. Check loading/discharging port planning and monitor hold cleanliness requirements.
- **Claims & Insurance:** Ensure adequate insurance coverage, liaise with underwriters, and handle claims proactively. Negotiate claims and handle disputes with Charterers (utilizing defense clubs as appropriate) to solve problems effectively.
- **Chartering Support:** Assist the Chartering team with pre and post-fixture support, including vessel questionnaires, certification, and scheduling.
- **Financial Administration:** Arrange routine invoicing, manage charter hire payments, and handle final settlements upon time-charter completion. Review ship-managers' management and accounting reports.
- **Technical Coordination:** Coordinate drydocking selection (analyzing costs, deviation, and duration) and conduct briefings for top officers/engineers.
- **Process Improvement:** Propose workflow improvements to enhance efficiency and optimize resource utilization.

Key Requirements

- **Experience:** Minimum of 2 years of relevant experience in maritime operations, preferably within a ship-owning or operating environment.
- **Education:** Bachelor's Degree or equivalent in Maritime Studies (e.g., Nautical Studies, Maritime Transportation).
- **Technical Knowledge:** Sound knowledge of Charter Parties, ship-management contracts, and insurance claims handling.
- **Skills:** Strong negotiation skills, proactive problem-solving abilities, and the capability to handle disputes effectively.
- **Communication:** Excellent communication skills to effectively brief officers and represent the company at industry meetings or seminars.

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.

Aloysius Loh
JAC Recruitment Pte Ltd
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

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Company Description