



PR/096573 | Senior Executive, Corporate and Administration

Job Information

Recruiter

[JAC Recruitment Singapore](#)

Job ID

1575402

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 10:43

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

The Company

Our client is a global leader in transportation and logistics, operating one of the world's largest and most diverse fleets. With a strong focus on sustainability and digital innovation, they deliver integrated shipping and logistics solutions that connect businesses and communities worldwide.

Serving as a key regional hub, the Singapore office oversees ship management, technical services, and strategic coordination for South Asia and Oceania. The team drives initiatives in safety, environmental responsibility, and advanced maritime technologies, supporting the company's vision for sustainable growth and operational excellence.

The Role

We are seeking an agile and results driven Senior Executive to join our HR & Admin Department. This role is well suited for

candidates with 5 to 7 years of experience.

The primary responsibility of this role is to support corporate administrative operations, with a focus on office administration and shared services. Key duties include managing sublease agreements, overseeing cost allocation and administrative budgets, ensuring compliance with workplace safety standards, and leading digitization initiatives to enhance operational efficiency. The successful candidate will also support expatriate management, including coordinating employment and dependent pass applications and handling housing and tenancy-related matters.

The secondary responsibility of this role is to support regional coordination. The successful candidate will work closely with country managers to implement initiatives driven by our Japan headquarters, facilitate effective communication across the NYK Group, support crisis communication efforts, strengthen media relations, and ensure consistent corporate branding throughout the South Asia region.

Qualifications:

- Bachelor's degree in Business Administration, Communications, Public Relations, or related field.
- 2 to 4 years of experience in regional coordination, project coordination, corporate communications or related roles.
- Proven track record in coordination and collaboration with cross-border teams and communication strategies.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment, with attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Adaptability and a willingness to learn new tools and processes.

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Company Description