



## PR/096720 | Business Coordinator (Steel)

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1581743

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

June 2nd, 2026 08:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**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 reputable global trading company with a long-established presence in the steel, metal, and industrial materials sectors. Known for its reliability, strong market fundamentals, and commitment to responsible business practices, Hanwa plays a vital role in supporting manufacturing, supply chain efficiency, and high-quality material distribution across diverse industries worldwide.

#### JOB RESPONSIBILITIES

- Process customer and supplier orders with accuracy, ensuring correct pricing, quantities, and delivery terms.
- Monitor and track order progress, including outstanding shipments.

- Maintain up-to-date sales and purchase information in the internal order management system.
- Handle the full range of shipping documents such as invoices and packing lists, Letters of Credit (issuance and negotiation), Certificates of Origin, and Bills of Lading.
- Coordinate with freight forwarders, warehouse teams, and relevant stakeholders to arrange shipments.
- Ensure timely delivery and resolve logistics-related issues when required.
- Manage inventory records and ensure data accuracy.
- Prepare monthly business reports covering sales, orders, shipments, and stock movement.
- Provide administrative assistance to the Steel Department Manager and wider team.
- Manage filing, documentation, and other tasks to support smooth departmental operations.

#### JOB REQUIREMENTS

- Diploma or higher qualification.
- Prior experience in international trade, shipping, or logistics.
- Understanding of international freight forwarding processes.
- Experience with Letters of Credit is advantageous.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description