

PR/097342 | Chemical Bulk Operations Executive

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1600951

Industry
Chemical, Raw Materials

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 20:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

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 dynamic and established trading house specializing in the global chemical commodities market. With a strong focus on efficiency and precision, they connect suppliers and end-customers across regions through robust logistics and operational strategies. As they continue to drive growth and expansion, they are now seeking a **Chemical Bulk Operation Executive** to join their team and contribute to their ongoing success.

Key Responsibilities

- Contract Execution: Assist in reviewing chemical commodity contracts and ensure all commercial and operational obligations (shipment arrangements, nominations, delivery instructions) are executed accurately.
- Logistics Management: Oversee logistics for containerized and dry bulk vessel shipments, including booking, stowage coordination, and voyage planning.
- Documentation: Prepare and review essential shipping and trade documents (Bills of Lading, invoices, packing lists,

Certificates of Origin, MSDS, etc.).

- Stakeholder Liaison: Act as the primary operational interface between suppliers, customers, shipping lines, freight forwarders, and surveyors to ensure smooth shipment execution.
- Trade Finance: Handle trade finance matters, specifically Letters of Credit (LCs).
- Claims & Invoicing: Manage logistics-related claims (demurrage/detention), prepare logistics cost calculations, issue invoices, and monitor payments.
- System Integrity: Ensure accurate and timely data entry into the company's trading systems.
- Sustainability Compliance: Assist with carbon and sustainability-related documentation, including GHG mass balance calculations for audits.

Key Requirements

- Experience: Minimum 2 years of experience in commodity trading operations or containerized/dry bulk shipping operations. Experience with base chemicals or bulk chemical trading is highly preferred.
- Technical Skills: Proficient in Microsoft Office (Excel, Word) with strong cost analysis and data organization capabilities.
- Soft Skills: Excellent communication and coordination skills. Candidates must be highly organized, detail-oriented, and capable of managing multiple tasks in a fast-paced environment.
- Attributes: Reliable professional who demonstrates sound judgment, discretion with confidential information, and a proactive learning attitude.
- Potential: Candidates with strong growth potential, an entrepreneurial mindset, and demonstrated accountability may be considered flexibly regarding experience requirements.

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