



PR/097525 | Assistant Trader (Steel Department)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1607803

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 05:00

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 well-established multinational trading company with a strong global presence across Asia and international markets. As a leading player in the trading industry, the company operates across diverse business sectors including steel, metals, energy, chemicals, food products, timber, and industrial machinery.

The Singapore office serves as a strategic regional hub, supporting international trading activities, procurement, supply chain management, import and export operations, logistics coordination, and customer relationship management throughout the Asia Pacific region. Leveraging a comprehensive global network of suppliers and customers, the company provides integrated trading, logistics, and market intelligence solutions across multiple industries.

As part of its continued growth, the company is seeking a motivated and dynamic individual to join its Steel Department.

JOB RESPONSIBILITIES

An exciting opportunity for individuals looking to build a long-term career in international trading, sales, business development, and supply chain operations within the steel industry.

The successful candidate will be responsible for managing customer relationships, supporting trading and sales activities, coordinating logistics operations, and developing new business opportunities across the Asia Pacific region.

This role offers valuable exposure to international trade, commodity markets, regional business development, and customer engagement.

Trading & Sales

- Manage and develop existing customer accounts for steel-related products.
- Support sales and marketing activities within the steel trading business.
- Identify and establish new business opportunities and customer accounts.
- Maintain strong relationships with customers, suppliers, and business partners.
- Support customer visits and participate in business discussions with stakeholders.

Customer & Account Management

- Handle daily communication with customers, overseas offices, and regional business partners.
- Build long-term business relationships and provide excellent customer support.
- Follow up on customer enquiries and support issue resolution promptly.

Logistics & Operations

- Coordinate order processing, shipment schedules, and logistics activities.
- Ensure smooth execution of import and export transactions.
- Monitor inventory positions and support operational planning.
- Ensure timely order fulfilment and shipment delivery.

Risk & Financial Coordination

- Monitor customer credit limits and support risk management activities.
- Follow up on accounts receivable and accounts payable to ensure timely settlement.
- Coordinate with internal and external stakeholders regarding payment-related matters.

Regional Business Support

- Host and support overseas visitors and business partners when required.
- Travel across the Asia Pacific region to meet customers, suppliers, and business associates.
- Support regional business expansion initiatives.

JOB REQUIREMENTS

- Diploma, Advanced Diploma, Degree, or higher qualification.
- Minimum 2 to 3 years of working experience preferred.
- Candidates without direct sales experience are welcome to apply.

- Fluent in both Mandarin and English (spoken and written).
- Strong interpersonal and communication skills.
- Positive attitude with strong initiative and willingness to learn.
- Analytical, detail-oriented, and capable of problem-solving.
- Able to work independently and manage multiple priorities effectively.
- Comfortable with regional business travel.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description