

PR/097635 | Marketing & Sales Coordinator

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1621104

Industry
Digital Marketing

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 10:43

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Role: Marketing & Sales Coordinator

Location: Singapore

We are seeking a proactive and motivated Marketing & Sales Coordinator to support customer relationships and oversee key activities across the supply chain, including purchasing, sales coordination, customer service, and logistics.

This role offers the opportunity to work in a dynamic international trading environment, collaborating with customers, suppliers, and business partners across multiple countries. Whether you have prior experience in trading and logistics or are looking to develop a career in the industry, we welcome individuals who are eager to learn, take initiative, and grow with the business.

Key Responsibilities

- Build and maintain strong relationships with customers, suppliers, and business partners.
- Coordinate and manage customer orders from enquiry through fulfillment.

- Prepare invoices, quotations, and support claims administration.
- Manage import and export documentation.
- Coordinate logistics and shipment arrangements.
- Work closely with internal teams to improve operational processes and systems.
- Support day-to-day supply chain and business operations as required.

Requirements

- Bachelor's degree in Business, Marketing, Supply Chain, Accounting, or a related discipline.
- Ability to work independently and manage multiple priorities.
- Positive, adaptable, and proactive mindset.
- Strong interpersonal skills and ability to engage with stakeholders from diverse cultures and backgrounds.
- Good analytical, problem-solving, and critical-thinking capabilities.
- Experience in sales, logistics, supply chain, marketing, or accounting is advantageous but not required.
- Fresh graduates with a strong willingness to learn are encouraged to apply.

Ready to Take the Next Step?

Interested applicants, please click APPLY NOW.

Do note that we will only be in touch if your application is shortlisted

Genevieve Tay Yi Ting

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Registration No: R26163601

#countrysingapore

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.

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Company Description