



PR/095087 | Shipping Coordinator(Chinese, English, Japanese speaker)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

求人ID

1538287

業種

その他（メーカー）

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年05月01日 20:14

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

【Position】

Shipping Coordinator(Chinese, English, Japanese speaker)

(City office, no overtime, no experience required)

【Responsibilities】

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Mainly processing orders from customers and adjusting product delivery schedules

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Handling orders while communicating with customers, oversea offices, factory, the Japan headquarters

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The main tasks will be administrative, so it is important to accurately perform the assigned tasks

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You will receive handover training from the current person in charge

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There is basically no overtime, making it easy to maintain a work-life balance

【Requirements】

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Business communication skills in Chinese and English are required for interactions with overseas offices and customers

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Japanese language proficiency at N3 level or above is required for interactions with the Japan headquarters

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PC skills and administrative processing abilities necessary for document work

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No experience in trade affairs is required (The current person in charge also joined without prior experience.)

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Ability to accurately perform assigned tasks

【Others】

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Salary: 3,000~4,200 SGD (determined based on experience)

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Working Hours: 8:30 AM to 5:30 PM (basically no overtime)

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Bonus: AWS available

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Annual Leave: 14 days in the first year. From the following year, +1 day/year, up to a maximum of 21 days

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Medical Leave: 14 days

JAC Recruitment Pte. Ltd.

1 Raffles Place #42-01, One Raffles Place, Tower 1, Singapore 048616

Tel: 6323 4779 / 6411 0387 Name: Yusaku Yoshida

EA Personnel Registration Number: R23111969

#LI-JACSG

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会社説明