



PR/094888 | Business Executive / Assistant

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

1548617

業種

物流・倉庫

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08月19日 22:00

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

Our client, Established Ship Owner is looking for a Business Executive.

Office Location: CBD area.

JOB RESPONSIBILITIES

- Develop strong relationships with International Charterers.
- Oversee daily operations of vessels, coordinating with the in-house technical managers.
- Serve as the liaison between Technical Managers and Charterers, facilitating daily communications and problem-solving.
- Assist the Business Manager with pre-chartering research and generating new business opportunities.
- Handle administrative duties related to contracts and chartering work.

JOB REQUIREMENTS

- At least 1 year of working experience in any industry, preferably in shipping.
- Ability to understand clients' and suppliers' perspectives and think win-win.
- Excellent communication and interpersonal skills.
- Proficiency in English, both written and spoken.
- Team player with a passion for the role and self-motivation.
- Proficiency in Japanese is a plus.
- Only Singaporeans and PRs may apply

OTHER INFORMATION

- Monthly basic salary : ~S\$ 3,800
- Bonus: 3~4 months
- WFH: 2days a week
- Interview process: 2~3 rounds of F2F interviews after resume screening.

I regret to inform that only shortlisted candidates will be contacted by JAC consultants, thank you for your understanding.

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

#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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会社説明