



PR/095564 | Logistics Executive

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

1548849

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07月08日 16:50

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

???? Logistics Specialist – Singapore

Are you a detail-oriented logistics professional with a passion for customer service? We're looking for a Logistics & Customer Service Executive to join a dynamic team in Singapore, supporting operations across Asia.

???? **Location:** Singapore

???? **Employment Type:** Full-time

This role is ideal for someone who thrives in a fast-paced environment and enjoys managing both logistics and customer relationships. You'll be responsible for **overseeing the full order cycle**—from issuing purchase orders to coordinating shipments—while maintaining clear and professional communication with suppliers, clients, and logistics partners.

Key Responsibilities

- Manage the full active/passive order cycle using ERP software
- Issue purchase orders, proforma invoices, packing lists, and other related documentation
- Coordinate with suppliers, forwarders, and local 3PLs for import/export procedures
- Serve as the main contact for clients and distributors, providing updates and support
- Ensure smooth shipping operations, particularly for clients in Japan

What We're Looking For

- Proven experience in logistics operations (import/export)
- Familiarity with documentation and procedures related to international shipping
- Proficiency in Microsoft Office (Word, Excel)
- Strong communication skills and customer service mindset

JAC Recruitment Pte. Ltd.
EA Licence Number: 90C3026
Personnel Registration Number: R22105188

Jasmine Lee

#LI-JACSG
#countrysingapore

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会社説明