



PR/095654 | Brand Licensing Coordinator

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

1552513

業種

デジタルマーケティング

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05日 13:01

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

???? **Licensing Executive / Senior Executive** ????

Location: Southeast Asia Region

Employment Type: Full-Time

Are you passionate about brand licensing and looking to grow your career in a dynamic and creative industry? We're seeking a Licensing Executive / Senior Executive to support licensing operations across Southeast Asia.

Key Responsibilities:

- Support the licensing team in day-to-day operations and administrative tasks.
- Manage certification sticker processes, inventory, and logistics coordination.

- Liaise directly with licensees, agents, and warehouse teams.
- Maintain accurate records and submit monthly reports to Finance.
- Handle FlowHaven account setup and royalty report uploads.
- Assist with contract filing and general business team support.
- Respond to external email inquiries and update internal trackers.
- Provide coverage for team members during leave periods.

Requirements:

- Diploma or Degree in Business Management or a related field.
- 3–5 years of experience in sales administration; licensing industry experience is a plus.
- Proficient in Microsoft Office; familiarity with licensing management systems is advantageous.
- Strong initiative and proactive mindset to improve workflows.
- Excellent team player with collaborative spirit.
- Knowledge of shipping procedures, customs regulations, and logistics is preferred.

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