



## 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09月30日 12:01

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

無し

#### 日本語レベル

無し

#### 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

**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