



シンガポールの求人なら  
JAC Recruitment Singapore

## CR/095640 | Senior Shipping 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

1554753

#### 業種

監査・税理士法人

#### 雇用形態

契約

#### 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12日 10:40

### 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

#### COMPANY OVERVIEW

Our client is operating as a diversified general trading and investment company across nine business domains, including energy, chemicals, infrastructure, and consumer services, in 15 countries throughout the Asia Pacific region.

#### JOB RESPONSIBILITIES

- Ensure timely and accurate processing and coordination of shipments, including documentation, to facilitate smooth customs clearance for customers.
- Comply strictly with all internal policies and procedures to uphold business integrity and regulatory standards.
- Prepare and issue sales and purchase contracts promptly upon business confirmation.
- Generate regular reports (e.g., monthly gross profit, outstanding contracts) to monitor and track business

performance.

- Maintain effective communication with suppliers, customers, and both internal and external stakeholders to support seamless operations.

#### JOB REQUIREMENTS

- At least 3 years of relevant experience in the trading industry, preferably within the food sector.
- Solid understanding of Incoterms 2020 and their practical application in international trade and shipping.
- Proficient in English with strong communication skills.
- A collaborative team player with a structured and cooperative mindset.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明