



PR/096178 | Operation Executive - 1 year

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

1564296

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11月04日 10:45

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

COMPANY OVERVIEW

Our client is a leading provider of advanced diagnostic imaging and medical informatics solutions. Serving the ASEAN, SAARC, and Oceania regions, the company offers a comprehensive portfolio including MRI, CT, X-ray, ultrasound, endoscopy, and mammography systems.

JOB RESPONSIBILITIES

- Manage and plan import/export processes, including customs documentation and shipping schedules.
- Ensure adherence to local and international customs and regulatory requirements.
- Collaborate with warehouse teams to facilitate timely receipt and delivery of goods.
- Handle documentation related to sales, import/export, and logistics.
- Coordinate with internal and external stakeholders to ensure seamless sales execution.

- Maintain and update reports on forecasts, sales, inventory, and accounts receivable.
- Prepare banking documents for Letter of Credit negotiations.
- Execute SAP tasks such as creating sales orders, purchase orders, and credit/debit notes.
- Liaise with vendors, freight forwarders, and customers to resolve shipment and payment issues.
- Monitor account receivables and maintain ageing reports.
- Generate monthly sales and delivery performance reports.
- Perform other duties as assigned.

JOB REQUIREMENTS

- Diploma in Logistics, Business Operations, or a related field.
- Minimum 2 years of experience in logistics or order management.
- Strong communication skills (written and verbal).
- Familiarity with SAP and good organizational/project management skills preferred.
- Ability to work independently with minimal supervision.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

会社説明