



PR/096312 | Logistic & Customer Care Specialist

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

1566449

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25日 10:28

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

基礎会話レベル

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

Key Responsibilities

- Issuing Purchase Orders to the suppliers (and all documents related to the passive order cycle)
- Issuing related Proforma Invoices to the clients (and all documents related to the active order cycle such as packing list, invoices)
- Being capable to take care of the full active/passive order cycle and issuing all the related documentation through the company's ERP software.
- Maintaining the communication with the supplier and the clients.

- Handling communication and documentation with forwarders to arrange shipments.
- Being the main contact point of the local clients and distributors for orders status update, follow up and daily communications.

Basic skills & Requirements

- Previous experience in logistic operations (import/export) and related knowledge on the documentation to be prepared.
- Able to work with Microsoft office package (word/excel)
- Good communication skills required for the customer care side of the job.

Kashmiethaa V Chandran

JAC Recruitment Pte Ltd

EA Personnel: R24122846

EA Personnel Name: KASHMIETHAA V CHANDRAN

#LI-JACSG

#countrysingapore

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会社説明