



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

1570851

##### 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

2026年03月10日 03:00

#### 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

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会社説明