



PR/096242 | Operation Executive

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

1570872

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12月30日 12:23

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 Singapore-based logistics and supply chain solutions provider offering comprehensive services such as ocean and air freight forwarding, land transport, warehousing, and value-added distribution across Southeast Asia and global trade lanes.

JOB RESPONSIBILITIES

- Oversee all aspects of air import and export operations.
- Prepare and verify Air Waybills (AWB) and related documentation.
- Handle export permit declarations and maintain effective communication with shippers, consignees, and airlines.
- Work closely with Customer Service and Warehouse teams to ensure smooth operational flow.
- Perform compliance checks for Dangerous Goods (DG) and temperature-sensitive cargo.
- Monitor console cut-off times and cargo lodgement to meet urgent shipment deadlines.
- Ensure accurate and timely processing of import/export documents, including MAWB, HAWB, and cargo manifests.
- Validate cargo details such as weight, slips, invoices, and packing lists before documentation.
- Manage DG declarations and coordinate with third parties for packaging in line with DGR regulations.
- Arrange air shipment bookings and trucking services for pickups.

- Minimum 4 years of experience in Air Export/Import operations.
- Strong written and verbal communication skills in English.
- Proven problem-solving ability within air freight logistics.

JOB REQUIREMENTS

- Minimum 4 years of experience in Air Export/Import operations.
- Strong written and verbal communication skills in English.
- Proven problem-solving ability within air freight logistics.
- In-depth knowledge of air freight processes, including rating, booking, and customer service.

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