



## PR/096418 | 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

1570942

#### 業種

レストラン・フードサービス

#### 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02月24日 15:00

### 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

ネイティブ

#### 日本語レベル

日常会話レベル

#### 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

#### OVERVIEW

This is a Japanese company that produces products loved worldwide and well-known among local communities. They are looking for someone who has experienced shipping coordinate roles.

#### JOB RESPONSIBILITIES

##### Trade Administrator Responsibilities

- Prepare, review, and manage export documents (invoice, packing list, L/C, B/L, etc.).
- Handle customs clearance procedures (preparation and submission of customs declarations and import/export permits).
- Arrange shipping methods (sea and air freight) and liaise with freight forwarders.
- Coordinate and manage shipment and delivery schedules, as well as inventory management.
- Communicate with overseas clients via email and phone, and respond to any issues.

## JOB REQUIREMENTS

- Japanese language skills: Better to have(candidates with Japanese proficiency will be required to communicate with the headquarters).
- Trade administration experience: Required, preferably 3 years or more.
- Ability to steadily perform assigned tasks.
- Proactive and self-motivated individual.

## BENEFITS

Salary: S\$4,500-5,200

AL: 14 days

I regret to inform that only shortlisted candidates will be contacted by JAC consultants, thank you for your understanding.

JAC Recruitment Pte. Ltd.

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Tel: 6323 4779 / 6411 0335 Name: Natsumi Sugimoto

EA Personnel Registration Number: R24122374

#LI-JACSG

#countrysingapore

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会社説明