



## PR/096434 | Petroleum Product Operations 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

1570946

#### 業種

石油・エネルギー

#### 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01月27日 13:00

### 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

流暢

#### 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

- Preparing deal contracts and countering /negotiation with counterparties.
- Ensure that all commercial and operational obligations/nominations arising from the contracts are carried out and in compliance with the company's standards.
- Handling cargo and vessel operations include vessel screening, preparation of relevant documentations and bunkering for vessels if any.
- Ability to liaise with suppliers, surveyors, ship brokers, agents and bunker seller/supplier to ensure timely shipment.  
(\*Due to the nature of operational duties, occasional responses outside normal working hours may be required, depending on the status and movements of vessels.)
- Monitoring of vessel movements to ensure timely delivery to receivers.
- To communicate closely with agents, surveyors, suppliers and receivers to ensure smooth cargo shipment.

- Handling of Trade finance for e.g Letter of Credit.
- Handling of claims including but not limited to demurrage.
- Calculation and negotiation of demurrage.
- Preparing pricing, invoices and monitor payments.
- Ensure that all operational information is entered timely and accurately into the Company's trading systems.
- Preparation of carbon documentation and maintenance including responding to the audit for renewable energy, e.g. calculation mass balance of GHG.
- To assist with any Ad-hoc work assign by the company

Requirements:

- At least 3 years' relevant bulk cargo operation experience
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Possess excellent communication and interpersonal skill
- Demonstrates sound judgment and discretion in handling confidential information and sensitive matters
- Highly organized and detail-oriented, with a strong sense of urgency and ability to prioritize tasks effectively
- Reliable, professional, and approachable, fostering positive working relationships
- Proactive with a positive learning attitude, able to work effectively both independently and as part of a team

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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