



## PR/096468 | Licensing Executive / Senior 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

1572296

業種

小売

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13日 10:39

### 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

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

**Job Title:** Licensing Executive/ Senior Executive

**Location:** Singapore

**Your New Company** Step into the world of creativity and charm with a globally loved character brand that has captured hearts for decades. The company is expanding its licensing operations across Southeast Asia and is looking for a dedicated professional to join its dynamic team.

**Your New Role** As a Licensing Executive / Senior Executive, you will support the licensing business by managing operational processes, coordinating with partners, and ensuring smooth execution of licensing activities. This role combines administrative precision with business support, making you a key contributor to the brand's regional success. **Key**

## Responsibilities

- Provide day-to-day support for licensing operations across Southeast Asia.
- Manage certification sticker processes, including inventory control, application checks, and logistics coordination.
- Liaise with licensees, agents, and warehouse teams to ensure timely order fulfillment.
- Prepare and submit monthly reports to Finance within deadlines.
- Handle account creation and user access requests for licensees.
- Assist in evaluating new licensing opportunities and tracking performance metrics.
- Maintain accurate records of licensing agreements, processes, and documentation.
- Develop onboarding guides for newly signed deals.
- Support the business team with administrative tasks and cover duties during team absences.
- Stay informed on licensing trends and compliance requirements.
- Contribute to research and special projects as needed.

## Qualifications

- Diploma or Degree in Business Management or a related discipline.
- 3–5 years of experience in sales administration or licensing support; experience in licensing is an advantage.
- Proficient in Microsoft Office; knowledge of licensing management systems is a plus.
- Strong organizational skills with the ability to manage multiple priorities.
- Proactive and detail-oriented, with a drive to improve processes.
- Excellent communication and teamwork skills.
- Familiarity with shipping procedures, customs regulations, and logistics is preferred.

Ready to Take the Next Step?

Interested applicants, please click **APPLY NOW**.

Do note that we will only be in touch if your application is shortlisted.

Chen Pinru  
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 EA License Number: 90C3026  
 EA Personnel: R25130085

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