



## PR/096568 | Supply Chain Management Officer (1 year contract)

### 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

1575400

#### 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02月03日 10:43

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

日常会話レベル

#### 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 prominent food manufacturing and distribution organization in Singapore, committed to delivering premium-quality products and fostering innovation within the industry.

#### JOB RESPONSIBILITIES

- Issue invoices to the factory and follow up to obtain all necessary documents (e.g., manufacturing certificates).
- Manage and process order revisions for breakages, ensuring updates are completed prior to invoicing based on factory notifications.
- Review and update the Carrier's Bill of Lading (B/L) as required.
- Verify margin details and confirm accuracy before finalizing invoices.

- Consolidate, review, amend, and forward the complete set of export documents to the Order Team.
- Handle LC/DA/DP term orders, including application, document consolidation, obtaining signatures, and submission to the bank or customer as applicable.
- Apply for marine insurance, review details, and secure the insurance certificate.
- Submit tax invoices to the Finance Department.
- Prepare and maintain weekly and monthly reports as required.

#### JOB REQUIREMENTS

- Minimum NITEC qualification in any discipline.
- 1–2 years of relevant experience.
- Pleasant and mature personality with strong customer service orientation.
- Ability to multitask and work independently with minimal supervision.
- Familiarity with shipping and manufacturing processes is an advantage.
- Knowledge of Incoterms and import/export documentation preferred.
- Strong customer service skills.
- General awareness of global events and issues impacting shipping.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明