



PR/096573 | Senior Executive, Corporate and Administration

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

1575402

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03月17日 08:00

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

The Company

Our client is a global leader in transportation and logistics, operating one of the world's largest and most diverse fleets. With a strong focus on sustainability and digital innovation, they deliver integrated shipping and logistics solutions that connect businesses and communities worldwide.

Serving as a key regional hub, the Singapore office oversees ship management, technical services, and strategic coordination for South Asia and Oceania. The team drives initiatives in safety, environmental responsibility, and advanced maritime technologies, supporting the company's vision for sustainable growth and operational excellence.

The Role

We are seeking an agile and results driven Senior Executive to join our HR & Admin Department. This role is well suited for

candidates with 5 to 7 years of experience.

The primary responsibility of this role is to support corporate administrative operations, with a focus on office administration and shared services. Key duties include managing sublease agreements, overseeing cost allocation and administrative budgets, ensuring compliance with workplace safety standards, and leading digitization initiatives to enhance operational efficiency. The successful candidate will also support expatriate management, including coordinating employment and dependent pass applications and handling housing and tenancy-related matters.

The secondary responsibility of this role is to support regional coordination. The successful candidate will work closely with country managers to implement initiatives driven by our Japan headquarters, facilitate effective communication across the NYK Group, support crisis communication efforts, strengthen media relations, and ensure consistent corporate branding throughout the South Asia region.

Qualifications:

- Bachelor's degree in Business Administration, Communications, Public Relations, or related field.
- 2 to 4 years of experience in regional coordination, project coordination, corporate communications or related roles.
- Proven track record in coordination and collaboration with cross-border teams and communication strategies.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment, with attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Adaptability and a willingness to learn new tools and processes.

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.

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会社説明