



PR/096687 | General Administration and 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

1579691

業種

その他（メーカー）

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02月24日 10:10

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

基礎会話レベル

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

We are currently seeking a General Administration and Shipping Coordinator for a Japanese B2B manufacturer. The company holds a top market share in Japan and has a solid track record with many successful implementations in Singapore. We welcome experienced professionals who can thrive in a small, close-knit office environment.

JOB RESPONSIBILITIES

- Provide comprehensive administrative and operational support across Singapore and the Southeast Asia region.
- Manage international logistics and trade administration, coordinating shipments and documentation.
- Oversee general office administration, including accounting support (invoicing, payments, expense processing) and HR-related tasks (on/offboarding, attendance management).

-Liaise with the Japan headquarters, overseas offices, and external partners such as banks and vendors, ensuring smooth regional operations.

JOB REQUIREMENTS

- Shipping Coordinator experience
- Basic accounting and basic HR tasks experience
- Japanese language is advantage (to report to Japan HQ)

BENEFITS

- Salary: S\$3,000-4,500
- Work from home is available

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

JAC Recruitment Pte. Ltd.

1 Raffles Place #42-01, One Raffles Place, Tower 1, Singapore 048616

Tel: 6323 4779 / 6411 0335 Name: Natsumi Sugimoto

EA Personnel Registration Number: R24122374

#LI-JACSG

#countrysingapore

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会社説明