



## PR/096720 | Business Coordinator (Steel)

### 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

1581743

#### 業種

その他（商社）

#### 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04月07日 10:01

### 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

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

#### COMPANY OVERVIEW

Our client is a reputable global trading company with a long-established presence in the steel, metal, and industrial materials sectors. Known for its reliability, strong market fundamentals, and commitment to responsible business practices, Hanwa plays a vital role in supporting manufacturing, supply chain efficiency, and high-quality material distribution across diverse industries worldwide.

#### JOB RESPONSIBILITIES

- Process customer and supplier orders with accuracy, ensuring correct pricing, quantities, and delivery terms.
- Monitor and track order progress, including outstanding shipments.

- Maintain up-to-date sales and purchase information in the internal order management system.
- Handle the full range of shipping documents such as invoices and packing lists, Letters of Credit (issuance and negotiation), Certificates of Origin, and Bills of Lading.
- Coordinate with freight forwarders, warehouse teams, and relevant stakeholders to arrange shipments.
- Ensure timely delivery and resolve logistics-related issues when required.
- Manage inventory records and ensure data accuracy.
- Prepare monthly business reports covering sales, orders, shipments, and stock movement.
- Provide administrative assistance to the Steel Department Manager and wider team.
- Manage filing, documentation, and other tasks to support smooth departmental operations.

#### JOB REQUIREMENTS

- Diploma or higher qualification.
- Prior experience in international trade, shipping, or logistics.
- Understanding of international freight forwarding processes.
- Experience with Letters of Credit is advantageous.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

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会社説明