



PR/097524 | Key Accounts 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

1607802

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09月01日 05:00

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 well-established third-party logistics (3PL) and freight forwarding company headquartered in Singapore, providing integrated supply chain solutions across Southeast Asia and global markets. The company offers a comprehensive range of services including ocean freight, air freight, customs brokerage, warehousing, distribution, and value-added logistics solutions.

With a strong customer-focused approach and extensive international network, the company supports clients across multiple industries by delivering reliable, efficient, and customized logistics services. As part of its continued business growth, the organization is seeking a proactive and detail-oriented professional to join its Key Account team.

JOB RESPONSIBILITIES

We are looking for a customer-focused and detail-oriented Key Account Executive / Assistant to support daily freight forwarding and shipping operations.

The successful candidate will be responsible for managing customer enquiries, coordinating shipments, preparing shipping documentation, working closely with overseas agents, and ensuring compliance with customs and international trade regulations.

This role is ideal for candidates with 1 to 3 years of experience in freight forwarding, logistics, shipping, or supply chain operations who enjoy client interaction and operational coordination in a fast-paced environment.

Customer & Account Management

- Handle customer enquiries regarding shipment status, vessel ETA, freight charges, and operational matters.
- Build strong relationships with customers and identify their logistics requirements.
- Provide timely updates and solutions to ensure customer satisfaction.
- Support account management activities and maintain regular communication with clients.

Shipment Coordination & Documentation

- Coordinate shipment arrangements with customers and overseas agents.
- Ensure timely preparation and dispatch of shipping documents.
- Verify accuracy and completeness of documentation.
- Monitor shipment progress and resolve operational issues proactively.
- Perform accurate data entry for freight and logistics services.

Customs & Compliance

- Ensure compliance with customs regulations and international trade requirements.
- Manage shipping documentation and compliance records.
- Assist customers with tariff, rate, quotation, and documentation-related enquiries.
- Maintain proper documentation in accordance with operational standards and procedures.

Stakeholder Management

- Liaise with customers, overseas agents, shipping partners, and service providers.
- Coordinate closely with internal departments to ensure smooth execution of shipments.
- Work collaboratively with stakeholders to achieve operational excellence and service quality.

Additional Responsibilities

- Follow company operational policies, procedures, and service standards.
- Support ad hoc operational projects and assigned duties as required.

JOB REQUIREMENTS

- Diploma or Degree in: Logistics, Supply Chain Management, Business Administration or related disciplines
- Minimum 1 to 3 years of relevant experience in: Freight Forwarding, Shipping, Logistics Operations, Customer Service within Logistics Industry
- Good understanding of international shipping procedures and documentation.
- Familiarity with customs regulations and trade compliance requirements.

- Knowledge of shipping Incoterms.
- Understanding of air freight and sea freight operational processes.
- Proficient in Microsoft Office (Excel, Word, Outlook).
- Comfortable using freight forwarding or logistics management systems.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明