

PR/097635 | Marketing & Sales 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
1621104

業種
デジタルマーケティング

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11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
ネイティブレベル

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

Role: Marketing & Sales Coordinator

Location: Singapore

We are seeking a proactive and motivated Marketing & Sales Coordinator to support customer relationships and oversee key activities across the supply chain, including purchasing, sales coordination, customer service, and logistics.

This role offers the opportunity to work in a dynamic international trading environment, collaborating with customers, suppliers, and business partners across multiple countries. Whether you have prior experience in trading and logistics or are looking to develop a career in the industry, we welcome individuals who are eager to learn, take initiative, and grow with the business.

Key Responsibilities

- Build and maintain strong relationships with customers, suppliers, and business partners.
- Coordinate and manage customer orders from enquiry through fulfillment.

- Prepare invoices, quotations, and support claims administration.
- Manage import and export documentation.
- Coordinate logistics and shipment arrangements.
- Work closely with internal teams to improve operational processes and systems.
- Support day-to-day supply chain and business operations as required.

Requirements

- Bachelor's degree in Business, Marketing, Supply Chain, Accounting, or a related discipline.
- Ability to work independently and manage multiple priorities.
- Positive, adaptable, and proactive mindset.
- Strong interpersonal skills and ability to engage with stakeholders from diverse cultures and backgrounds.
- Good analytical, problem-solving, and critical-thinking capabilities.
- Experience in sales, logistics, supply chain, marketing, or accounting is advantageous but not required.
- Fresh graduates with a strong willingness to learn are encouraged to apply.

Ready to Take the Next Step?

Interested applicants, please click APPLY NOW.

Do note that we will only be in touch if your application is shortlisted

Genevieve Tay Yi Ting

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Registration No: R26163601

#countrysingapore

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