



PR/094408 | Shipping Coordinator(Chinese, English, Japanese speaker)

## Job Information

### Recruiter

JAC Recruitment Singapore

### Job ID

1509634

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

Singapore

### Salary

Negotiable, based on experience

### Refreshed

December 11th, 2024 18:11

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

### [Position]

**Shipping Coordinator(Chinese, English, Japanese speaker)**

(City office, no overtime, no experience required)

### [Responsibilities]

Mainly processing orders from customers and adjusting product delivery schedules

Handling orders while communicating with customers, oversea offices, factory, the Japan headquarters

The main tasks will be administrative, so it is important to accurately perform the assigned tasks

You will receive handover training from the current person in charge

There is basically no overtime, making it easy to maintain a work-life balance

**[Requirements]**

Business communication skills in Chinese and English are required for interactions with oversea offices and customers

Japanese language proficiency at N3 level or above is required for interactions with the Japan headquarters

PC skills and administrative processing abilities necessary for document work

No experience in trade affairs is required (The current person in charge also joined without prior experience.)

Ability to accurately perform assigned tasks

**[Others]**

**Salary:** 3,500~4,500 SGD (determined based on experience)

**Working Hours:** 8:30 AM to 5:30 PM (basically no overtime)

**Bonus:** AWS available

**Annual Leave:** 14 days in the first year. From the following year, +1 day/year, up to a maximum of 21 days

**Medical Leave:** 14 days

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

JAC Recruitment Pte. Ltd.

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Company Description