



PR/094548 | Senior Business Coordinator

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1512648

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 8th, 2025 08:00

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

BUSINESS COORDINATOR

An established multinational commodities trading company is hiring for a Business Coordinator to be based at their regional HQ here in Singapore. This company has presence across Asia Pacific and is one of the largest in this industry.

About the Role:

Your main responsibility is to provide full support to the team for all documentation and coordination activities.

Key Responsibilities:

- Shipping coordinating and work closely with suppliers, customers, forwarders and support the team when necessary.
- Internal applications and reporting on credit lines, overdue payments and contracts.
- System workflows setup for all trading business and others (including service fees, royalty fees)
- Liase with internal and external stakeholders from different regions such as SEA, America.

To succeed in this role, you must have at least 2 years of working experienced, preferably in freight forwarding/supply chain or equivalent.

Key Requirements:

- Diploma in any discipline
- Work well in a team and independently.
- Knowledge of SAP or MUGEN system is an added advantage.
- Excellent organizational and administrion skills preferred.

This company is a market leader and has won numerous awards. They prioritize on talent development and employee's welfare. If you are equipped with the said skill sets, this is the role for you.

Apply today or email me at sherlynn.lee@jac-recruitment.com to discuss this new opportunity.

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

Lee Sher Lynn
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EA License Number: 90C3026
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#LI-JACSG
#countrysingapore

Company Description