



PR/094726 | SHIPPING COORDINATOR - Senior role

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1521615

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 25th, 2025 02:00

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

Our client, who operates distribution business and others is now looking for an experienced shipping coordinator to support their distribution process.

JOB RESPONSIBILITIES

You will be responsible with followings,

- Import / Export coordination
- Customer Service
- Import / Export permit
- Day to day Ocean and Road Freight operations shipment planning consists of LCL, FCL, Breakbulk, RORO etc
- Handling Import and Export shipments & documentation from A to Z
- Troubleshooting and attending to customer complaints / disputes
- Troubleshooting and attending to ministry / official authority
- To obtain pricing and generate complete / competitive quotation base on customer's requirements
- Monitor billing and ensure timely invoicing
- Involvement in ad-hoc duties and assignments may be required from time to time

JOB REQUIREMENTS

- Proficient in MS Office especially Excel
- Passed Customs Competency Test for Declarants
- Min 3 years of relevant working experience

OTHER INFORMATIONS

Working days: Monday - Friday

Working Hours: 0830 - 1730 * Planning to inbuild flexible working hours soon

Salary Range: 4,000 - 5,000SGD

Transportation reimbursement and overtime payment

AL: 1st year – 10 days, 2nd to 5th year – 14 days, 6th year onwards – 21 days

WFH – Prior Application

No. of Interview: 1 (Max 2)

KEY SELLING POINT

Able to receive more AL for people contributing to company longer

Compact and warm working environment as less than 10 headcounts in the company

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Apply online or feel free to contact us directly for more information about this opportunity.

JAC Recruitment

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EA Personnel : R23117850

EA Personnel Name: Nakamura Yuta

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Company Description