



## PR/094888 | Business Executive / Assistant

### Job Information

**Recruiter**
[JAC Recruitment Singapore](#)
**Job ID**

1532431

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

April 15th, 2025 10:46

### 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, Established Ship Owner is looking for a Business Executive.**

Office Location: CBD area.

### JOB RESPONSIBILITIES

- Develop strong relationships with International Charterers.
- Oversee daily operations of vessels, coordinating with the in-house technical managers.
- Serve as the liaison between Technical Managers and Charterers, facilitating daily communications and problem-solving.
- Assist the Business Manager with pre-chartering research and generating new business opportunities.
- Handle administrative duties related to contracts and chartering work.

### JOB REQUIREMENTS

- At least 1 year of working experience in any industry, preferably in shipping.
- Ability to understand clients' and suppliers' perspectives and think win-win.
- Excellent communication and interpersonal skills.
- Proficiency in English, both written and spoken.
- Team player with a passion for the role and self-motivation.
- Proficiency in Japanese is a plus.
- Only Singaporeans and PRs may apply

**OTHER INFORMATION**

- Monthly basic salary : ~S\$ 3,800
- Bonus: 3~4 months
- WFH: 2days a week
- Interview process: 2~3 rounds of F2F interviews after resume screening.

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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#LI-JACSG  
#countrysingapore

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Company Description