



## PR/094548 | Senior Business 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

1509679

#### 業種

その他（商社）

#### 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

2024年12月11日 18:11

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 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

#### **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](mailto: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  
JAC Recruitment Pte Ltd  
EA License Number: 90C3026  
EA Personnel: R22110149

#LI-JACSG  
#countrysingapore

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会社説明