



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

#### 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

1512610

#### 業種

その他（メーカー）

#### 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

2025年02月05日 07:00

#### 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

##### 【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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EA Personnel Registration Number: R23111969

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会社説明