CareerCross by JAC Recruitment

JAC Recruitment — We are recruitment specialists around the globe — Singapore

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
1512648

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
2025年01月08日 08:00

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

BUSINESS COORDINATOR

An established multinational commodities trading company in 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
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R22110149

#LI-JACSG
#countrysingapore

会社説明