



## PR/094888 | Business Executive / Assistant

### 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

1529481

#### 業種

物流・倉庫

#### 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04月01日 10:45

### 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

**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 INFORMATIONS**

- 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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EA Personnel Registration Number: R23111969

#LI-JACSG  
#countrysingapore

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会社説明