



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

1531113

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08日 10:42

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.
1 Raffles Place #42-01, One Raffles Place, Tower 1, Singapore 048616
Tel: 6323 4779 / 6411 0387 Name: Yusaku Yoshida
EA Personnel Registration Number: R23111969

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会社説明