

ChartWorld was established in 2002 with the desire to make commercial shipping safer and more efficient. The main areas of activity include the development of concepts for optimized digital route and voyage planning, the equipping of ships with digital navigation systems and charts as well as the installation of supplementary software products.

Today, ChartWorld is the market leader for ECDIS as a service, and a driver of digital navigation and automated voyage planning tools. The company operates with more than 150 staff working in offices in Germany, Singapore, Limassol, Canada and Japan.

An open minded and team-oriented workforce keeps us competitive and provides opportunities for ChartWorld and its customers. Together we can transform the maritime industry, improve safety and efficiency and foremost a sustainable environment. We like to strengthen our team in **Singapore** and look for a:

## Order Processing Assistant (m/f/d)

### Your Tasks:

- Handling of daily order processing activities: Creation and management of orders and shipment requests, handling of customer enquiries, arrange deliveries via courier and air freight, monitoring and follow up on ongoing deliveries, preparing of necessary shipment documentation/paperwork
- Keep track record of logistics agreements
- Prepare and share forecasts
- Create Purchase Orders for new item purchases with three offices.
- Manage the update media delivery process
- Monitoring of new publication/editions releases by contacting Vendors
- Update and clean data records in internal and external
- Customer licenses

### Your Profile

- Good communications skills
- Good knowledge of MS Office Applications
- Personal initiative and responsibility.
- Ability to work autonomously and self-reliant
- Being stress tolerant, performing steadily and effectively under time pressure.
- Focused on continuously improvements and holds self and others accountable.
- Enjoy a fast-paced work environment and enjoy an open work structure.
- Experience with ERP/CRM tools

### Our Offer:

We offer above average compensation and flexible working hours in a modern office. Become part of a highly motivated team in an international environment that promotes wealth of ideas and reward initiative and dedication.

If you are searching for a company that is dedicated to your ideas and individual growth, recognizes you for your unique contributions, fills you with a strong sense of purpose, and provides a fun, flexible and inclusive work environment – apply now.

Please send your application including your earliest start date and salary expectation to:

**ChartWorld Asia Pacific PTE LTD**

[jobs@chartworld.com](mailto:jobs@chartworld.com)

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