



## **Operations Assistant**

**Location:** Orchard, Singapore (Central Region)

**Company:** Rejoule Pte. Ltd.

**Employment Type:** Full-Time

### **About the Role**

Are you ready to drive operational excellence and boost profitability? As a Trade Operations Assistant, you'll be the backbone of day-to-day trading logistics—managing tanker movements, optimizing supply chains, and safeguarding profit margins. You'll collaborate across teams, handle contract execution, and ensure seamless delivery operations. You'll oversee vessel scheduling, blending logistics, post-deal activities, and documentation — ensuring smooth operations and quick resolution of any issues.

### **What You'll Do**

- Manage tanker movements from supply to delivery, ensuring profit optimization and preventing leakage.
- Oversee blending activities, ensuring margin maximization and minimizing disruptions like demurrage or downtime.
- Ensure compliance with contract terms, charter parties, government regulations, and internal guidelines.
- Serve as a primary point of contact for external stakeholders—traders, vessel agents, port operators, cargo surveyors, and more.
- Coordinate with internal teams such as Trade Finance and Shipping & Maritime.
- Handle vessel operations: scheduling, routing, bunkering, stowage plans, issuing voyage orders, and fleet monitoring.
- Manage cargo logistics: readiness, scheduling, blending, handling off-spec cargo issues, and optimizing inventory and timing.
- Support post-deal operations: customs, settlements, claims, and demurrage processing.
- Appoint and liaise with cargo surveyors, expeditors, ship-to-ship providers, and ports agents.
- Maintain accurate operational data in trading systems and ensure proper record-keeping for legal and fiscal compliance.
- Coordinate financial security measures prior to title transfers.
- Be responsive and available to manage critical situations outside regular office hours.



### **What We're Looking For**

- A recent graduate (Science, Business, Chemical Engineering, International Trade, Business Management, or similar)—motivated to learn and excel in operations.
- Fast learner with a strong desire to grow and take on new challenges.
- Prior experience in commercial operations or a background in science/chemistry is a plus.
- Proficiency in Mandarin to communicate effectively with internal and external Chinese-speaking stakeholders.
- Strong commercial awareness, with the ability to identify margin-improvement opportunities and participate in supply strategy planning.
- Independent thinker capable of managing supply chain challenges and navigating constraints to drive execution.
- Excellent team player with strong stakeholder management and influencing skills.
- Ability to handle multiple high-pressure priorities with minimal supervision.
- Resourceful problem-solver in dynamic environments and uncertain situations.
- Proactive self-starter with resilience, determination, and a drive to complete tasks effectively.
- Passionate about operational excellence and motivated to contribute to process improvements.

### **Why Join Rejoule?**

At Rejoule, you'll play a crucial role in bridging trade strategy with operations execution. You'll thrive working with commercial and maritime talent, gain invaluable cross-functional exposure, and help steer operational success in real time. We believe in empowering our people with meaningful responsibilities, professional development opportunities, and a supportive workplace culture.

### **Next Steps**

If you are interested in this opportunity, please send in your application. We are looking for someone who is eager to learn, takes ownership of their work, and can contribute to the smooth running of our operations.

At Rejoule Pte Ltd, we value people who are dependable, proactive, and able to work well with others. If this sounds like you, we look forward to hearing from you.

Rejoule Pte Ltd is an equal opportunity employer. All applications will be treated with strict confidentiality and used solely for recruitment purposes.

For more information about our company, please visit:

<https://www.equalpleasantgroup.com/rejoule>