



Pacific Basin



Pacific Basin is one of the world's leading owners and operators of modern Handysize and Supramax dry bulk ships. We are listed in Hong Kong and operate globally with a fleet of over 260 ships trading worldwide. Our team comprises about 4,300 seafarers and over 400 shore staff in 14 key locations around the world.

Job Title	Administration Officer / Office Manager	Location	Singapore
Department	Overseas Administration	Reporting Line	General Manager, Singapore

Role Summary	As part of our ongoing development, we are looking for an experienced Administration Officer to join our Overseas Administration team.
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Internal Stakeholders	All staff across the company.
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Responsibilities	• Overall all administrative, human resources, logistical, and financial aspects of our Singapore office; • General reception duties including greeting to clients/visitors, maintaining filing system, incoming/outgoing mail; • Assisting Group CEO locally, when needed; • Administration support to regional office staff such as company travel arrangements, business meeting logistics and schedule, organise corporate entertainment, travel expenses claim, keep record of overseas business travel; • Staff personnel matters including payroll, work permits/visas, leave record, HR records, training enrolment etc; • General accounting and processing of payments including bookkeeping, petty cash, banking etc; • Office Administration including procurement of office supplies, couriers, travel arrangement and office repair and maintenance; • Provide up to date local regulations / statutory requirements to HK office; • Liaise with external auditors and government authorities from time to time; • Ad-hoc projects as and when required.
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Skills Capabilities Qualifications	• Bachelor's degree in Business Administration or a related field; • 2-3 years of relevant working experience preferred; • Responsible, proactive, team player, service oriented, flexible and multitask; • Good interpersonal and communication skills; • Familiar in operating computer software including Word , Excel and Powerpoint; • Eligible to work in Singapore.	Attributes / Personality	• You are detail-orientated with good organisation skills; • Excellent communication skills in English.
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If you are selected, you will be continuously assessed not only on the basis of your performance, but also on the basis of your attitude and behavior. Cultural fit and adherence to Company values is of paramount importance. We are committed to fostering a diverse, equitable, and inclusive workplace where all colleagues feel valued and empowered to bring their authentic selves to work. Please apply with a full résumé, salary expectation and contact details to the Human Resources Department at recruiting@pacificbasin.com. We only accept CVs in pdf format. (Application deadline: 3 November 2025)

All applications will be treated in strict confidence and used solely for recruitment purposes.