



# 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	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 Office Manager to join our Singapore office.
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Internal Stakeholders	CEO, leadership team and other Pacific Basin directors, Singapore general manager and employees, all Pacific Basin employees.
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Responsibilities	<p><b>Office &amp; Administrative Management</b></p> <ul style="list-style-type: none"><li>• Oversee day-to-day office operations, ensuring a smooth and professional working environment.</li><li>• Manage vendor governance, procurement activities, office contracts, and tenancy-related matters.</li><li>• Maintain accurate corporate documentation, confidential records, and internal filing systems.</li><li>• Coordinate budgeting, monthly expenditure reporting, and basic financial control processes.</li><li>• Handle payments related to rent, sundry expenses, staff travel reimbursements, and salary/CPF submissions, ensuring accuracy and timely processing.</li><li>• Oversee proper tracking, approval flow, and record-keeping for all office-related financial obligations, including recurring payments and vendor invoices.</li><li>• Coordinate office upkeep, including management of cleaners, phone/data contracts, pantry supplies, and general maintenance services.</li></ul> <p><b>Compliance &amp; Regulatory Liaison</b></p> <ul style="list-style-type: none"><li>• Serve as the primary point of contact with Singapore authorities, including:<ul style="list-style-type: none"><li>- Maritime and Port Authority (MPA)</li><li>- Singapore Company Registry / ACRA</li></ul></li><li>• Handle statutory submissions, regulatory filings, and compliance tasks across 88 Singapore entities, ensuring timely and accurate completion.</li><li>• Monitor evolving local compliance requirements and provide regular updates to the Hong Kong team.</li><li>• Interpret regulatory guidance and manage compliance-related risks with minimal supervision.</li></ul> <p><b>Executive (PA) Support to the CEO</b></p> <ul style="list-style-type: none"><li>• Provide confidential administrative and scheduling support to the CEO.</li><li>• Manage calendars, travel arrangements, meeting coordination, and document preparation.</li><li>• Prioritise tasks, handle sensitive information with discretion, and support CEO-driven initiatives.</li><li>• Combine PA responsibilities with office management in a professional, organised, and trusted manner.</li><li>• Support the CEO on corporate reporting requirements, including gathering data from internal teams, consolidating information, and preparing structured updates for management.</li><li>• Conduct research and analysis for CEO-led projects, producing clear summaries, briefings, and recommendations where required.</li><li>• Create high-quality reports, presentations, and documents for internal and external audiences, ensuring accuracy and clarity.</li><li>• Assist in tracking project timelines, milestones, and deliverables for strategic or cross-functional initiatives led by the CEO.</li></ul>
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Skills Capabilities Qualifications	<ul style="list-style-type: none"><li>• Minimum bachelor's degree in Business Administration, Economics or a related field.</li><li>• +6 years of relevant working experience preferred.</li><li>• Responsible, proactive, team player, service oriented, flexible and ability to multitask.</li><li>• Good interpersonal and communication skills.</li><li>• Familiar in operating computer software including Word , Excel and Powerpoint.</li><li>• Native or excellent working proficiency in English.</li><li>• Eligible to work in Singapore.</li></ul>	Attributes / Personality	<ul style="list-style-type: none"><li>• You are detail-orientated with good organisation skills.</li><li>• Excellent communication skills in English.</li></ul>
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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](mailto:recruiting@pacificbasin.com). We only accept CVs in pdf format. Please make sure there is a covering message and specify the position for which you are applying. (Application deadline: 9 April 2026)

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