



PR/108607 | Assistant- Customer service

Job Information

Recruiter

JAC Recruitment India

Job ID

1504728

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:08

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Customer Service Assistant

Qualifications:

- Commerce graduate (open to other graduates with relevant experience)
- 2 to 3 years of relevant experience
- Knowledge of Microsoft Navision/Dynamics, SAP (preferred)
- Proficiency in Excel, Word, PowerPoint
- Strong communication, interpersonal, and computer skills
- Understanding of international trade

Responsibilities:

- Manage end-to-end invoice generation, purchase entry, and samples entry

- Arrange shipping documents, schedules, and issue debit notes
- Coordinate with CHA and inter-departments (Logistics, Finance, other branches)
- Handle payment follow-ups, vendor coordination, and meeting arrangements
- Support Sales staff and perform sales-related activities in their absence
- Prepare sales reports, calculate exchange rates, and manage budget and accounting
- Perform administrative, logistics, and other related tasks
- Flexibility to work from the office or home as per company instructions

Skills and Attributes:

- Meticulous and detail-oriented
- Organized with the ability to multitask
- Strong coordination and follow-up abilities

Company Description