



## PR/108710 | Customer service and Admin executive

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1504773

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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

**Job Description-**

Designation- Customer service and Admin executive

Experience- 1-3 Years

Location: Gurgaon

Responsibilities:

Responsible for initiating shipments from company's overseas factories to customers in India

Understanding customer's delivery process & initiating shipment procedure by coordinating with customers & internal members sitting in SE Asia, China & Japan

Maintaining database of shipping arrangements & forecasts and conducting customer follow-ups, factory follow-ups etc.

Preparation of all documentation required for completing shipments.

Updating shipping instructions, monitoring outcomes, and recommending suitable actions on a regular basis

Sound understanding about shipment & logistics terminologies, tracking mechanism, incident reporting and escalation management.

Supporting ad-hoc organizational initiatives in maintain business operations as when required.

### Company Description