



PR/108831 | Sales Coordinator- Gurgaon

Job Information

Recruiter

JAC Recruitment India

Job ID

1509355

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:37

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: Sales Coordinator

- Updating PO Control
- PO Followup
- Custom Clearance Activity for another branch
- Approving Draft Documents like B/L, Invoice Packing List, Insurance & FTA to Supplier for Pune & Gujarat
- Approving Draft B/L's for all the FOB Shipments for other branch
- Approving Checklists for filing Bill of Entry for Custom Clearance.
- Follow up for the Urgent Issues / Cancellation or Delaying of any order as discussed in the meeting.
- Making Custom Duty Entry, LIV & Realize for Import Purchase in SAP.
- Providing COA to the customers if they required.
- Miscellaneous work

Academic Requirement

Full time Graduate / Postgraduate in Science or Commerce with good academic background. (Mandatory) Higher Education like MBA is desirable.

*IMPORT PURCHASE CANDIATE PREFERABLE

*SAP KNOWLADGE ALSO REQUIRED

Skills

- Must have good command over written and spoken English
- Knowledge of computers mainly MS Office is must

Work Experience

1-5 years

Gender Preference: Male/Female Candidates

Age: Around 23 to 25 years

Other Requirement: Candidate residing in Gurgaon will be preferred

Company Description