



PR/108868 | AM- Production/ E-Commerce {Gurgaon}

Job Information

Recruiter

JAC Recruitment India

Job ID

1509383

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

Designation- AM- Production/ E-Commerce

Location- Gurgaon

Responsibilities:

1. Responsible for making workflow of the department.
2. Handling administrative tasks assigned from the production progress.
3. Preparing quotation.
4. Business development.
5. Having Knowledge of E-Commerce
6. Update the data of customers official sites
7. Organizing & updating process information {Internal & external}

Company Description