



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

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1513791

### Industry

Other (Trade)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

January 7th, 2025 02:00

## 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}

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Company Description