



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**

February 4th, 2025 00:00

## 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