



## PR/109013 | Officer - Business Support

### Job Information

**Recruiter**
[JAC Recruitment India](#)
**Job ID**

1520253

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

February 18th, 2025 08:00

### 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

**Job Position:** Officer - Business Support

**Job Location:** Gurgaon

**Experience range:** 4 years +

**Educational Qualification:** Graduate with any degree

**Other requirements:** Prior knowledge of import-export procedures and documentation, proficient in MS Office tools, Proficiency in English language

**Roles & Responsibilities:**

- Overseeing import operations entails verifying documents, facilitating customs clearance, registering with SIMS and COG, and managing consignment registration on the BIS portal while liaising with Customs House Agents.

- Arranging delivery logistics to warehouses or client sites involves preparing necessary documentation such as delivery invoices and e-way bills to ensure efficient outward deliveries.
- Supervising warehouse activities is essential for the secure and efficient handling of materials, ensuring compliance with established protocols.
- Monitoring stock levels in the warehouse is crucial to avoid surpassing maximum capacity, with immediate communication to the sales team regarding any inconsistencies.
- Coordinating travel logistics, including flights, accommodations, and transportation, is conducted in partnership with contracted vendors, aligned with the sales team's schedule.
- Validating vendor invoices for warehouse rent, maintenance, customs clearance, transportation, and travel costs is necessary before forwarding them to the accounts team for payment processing.
- Assisting the Accounts department involves maintaining records of trade payables and receivables, including sharing payment and receipt advice with relevant vendors and the sales team.

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Company Description