



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

April 1st, 2025 18:00

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