



PR/109146 | Executive- Customer and Supply chain

Job Information

Recruiter

JAC Recruitment India

Job ID

1525429

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 11th, 2025 10:14

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

Join Our Team as a Logistics Coordinator!

Are you a detail-oriented and proactive Logistics Coordinator looking for your next exciting opportunity? Do you have a passion for ensuring smooth and efficient logistics operations? If so, we want to hear from you!

Position: Executive Customer and supply chain

Location: Gurgaon

Key Responsibilities:

- **Finished Goods Sales Order:** Handle and manage finished goods sales orders efficiently.

- **Dispatch Planning:** Plan and coordinate the dispatch of finished goods.
- **Import Shipment Tracking:** Track and monitor import shipments, ensuring records are updated regularly.
- **Shipment Handling:** Manage the import shipment process from the port to the Mytex Factory.
- **Coordination:** Liaise with shipping lines, port authorities, ICD customs clearance agents, and transporters to ensure smooth logistics operations.
- **Vendor Payment Handling:** Manage payments to import logistics vendors.
- **Department Coordination:** Coordinate with other departments, such as Finance and Sales & Marketing, to ensure seamless operations.
- **Insurance Handling:** Handle import insurance and ensure records are updated accurately.

Qualifications & Skills:

- **Experience:** Previous experience in logistics and coordination within a manufacturing or similar industry.
- **Technical Skills:** Proficient in tracking and monitoring shipments, handling dispatch planning, and managing import processes.
- **Coordination Skills:** Strong ability to liaise with various stakeholders, including shipping lines, customs clearance agents, and transporters.
- **Software Proficiency:** Good working knowledge of logistics management software and Microsoft Office tools.
- **Organizational Skills:** Excellent planning, scheduling, and organizing abilities.
- **Communication Skills:** Strong communication skills to effectively coordinate with different departments and external vendors.
- **Problem-Solving:** Ability to troubleshoot and resolve issues promptly to ensure smooth logistics operations.

Company Description