



PR/109152 | Customer Service & Admin Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1525435

Industry

Other (Trade)

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

Designation: Customer Service & Admin Executive

Company Overview: Minebea Mitsumi is a Japanese manufacturer of electromechanical components with 88 manufacturing plants in 22 locations globally employing 100,000+ employees. Our components are supplied to Auto (2W, 4W, EV), home appliances, medical devices, aerospace, telecom, data centers, ATMs, industrial machineries.

Job Overview: Seeking a customer service & Admin Executive who will be responsible for initiating shipments from company's overseas factories to customers in India.

Job Location: Gurugram

Job Responsibilities:

- The role involves overseeing the initiation of shipments from the company's international factories to clients in India. It requires a comprehensive understanding of the customer's delivery processes and the coordination of shipment procedures with both customers and internal teams located in Southeast Asia, China, and Japan.
- Responsibilities include maintaining a database of shipping arrangements and forecasts, as well as conducting follow-ups with customers and factories. The position also entails preparing all necessary documentation for shipment completion, regularly updating shipping instructions, monitoring results, and recommending appropriate actions.
- A solid grasp of shipping and logistics terminology, tracking mechanisms, incident reporting, and escalation management is essential. Additionally, the role supports various organizational initiatives to ensure the smooth operation of business activities as needed.

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Company Description