



PR/108607 | Assistant- Customer service

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1504728

業種

その他（商社）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:08

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Position: Customer Service Assistant

Qualifications:

- Commerce graduate (open to other graduates with relevant experience)
- 2 to 3 years of relevant experience
- Knowledge of Microsoft Navision/Dynamics, SAP (preferred)
- Proficiency in Excel, Word, PowerPoint
- Strong communication, interpersonal, and computer skills
- Understanding of international trade

Responsibilities:

- Manage end-to-end invoice generation, purchase entry, and samples entry

- Arrange shipping documents, schedules, and issue debit notes
- Coordinate with CHA and inter-departments (Logistics, Finance, other branches)
- Handle payment follow-ups, vendor coordination, and meeting arrangements
- Support Sales staff and perform sales-related activities in their absence
- Prepare sales reports, calculate exchange rates, and manage budget and accounting
- Perform administrative, logistics, and other related tasks
- Flexibility to work from the office or home as per company instructions

Skills and Attributes:

- Meticulous and detail-oriented
- Organized with the ability to multitask
- Strong coordination and follow-up abilities

会社説明