



JAC Recruitment

We are recruitment specialists around the globe

India



PR/108710 | Customer service and Admin executive

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

1504773

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 11:11

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

Job Description-

Designation- Customer service and Admin executive

Experience- 1-3 Years

Location: Gurgaon

Responsibilities:

Responsible for initiating shipments from company's overseas factories to customers in India

Understanding customer's delivery process & initiating shipment procedure by coordinating with customers & internal members sitting in SE Asia, China & Japan

Maintaining database of shipping arrangements & forecasts and conducting customer follow-ups, factory follow-ups etc.

Preparation of all documentation required for completing shipments.

Updating shipping instructions, monitoring outcomes, and recommending suitable actions on a regular basis

Sound understanding about shipment & logistics terminologies, tracking mechanism, incident reporting and escalation management.

Supporting ad-hoc organizational initiatives in maintain business operations as when required.

会社説明