



PR/108831 | Sales Coordinator- Gurgaon

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

1509355

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12月11日 15:37

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: Sales Coordinator

- Updating PO Control
- PO Followup
- Custom Clearance Activity for another branch
- Approving Draft Documents like B/L, Invoice Packing List, Insurance & FTA to Supplier for Pune & Gujarat
- Approving Draft B/L's for all the FOB Shipments for other branch
- Approving Checklists for filing Bill of Entry for Custom Clearance.
- Follow up for the Urgent Issues / Cancellation or Delaying of any order as discussed in the meeting.
- Making Custom Duty Entry, LIV & Realize for Import Purchase in SAP.
- Providing COA to the customers if they required.
- Miscellaneous work

Academic Requirement

Full time Graduate / Postgraduate in Science or Commerce with good academic background. (Mandatory) Higher Education like MBA is desirable.

*IMPORT PURCHASE CANDIATE PREFERABLE

*SAP KNOWLADGE ALSO REQUIRED

Skills

- Must have good command over written and spoken English

- Knowledge of computers mainly MS Office is must

Work Experience

1-5 years

Gender Preference: Male/Female Candidates

Age: Around 23 to 25 years

Other Requirement: Candidate residing in Gurgaon will be preferred

会社説明