



## PR/109013 | Officer - Business Support

### 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

1520253

#### 業種

その他（メーカー）

#### 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

2025年02月18日 08:00

### 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 Position:** Officer - Business Support

**Job Location:** Gurgaon

**Experience range:** 4 years +

**Educational Qualification:** Graduate with any degree

**Other requirements:** Prior knowledge of import-export procedures and documentation, proficient in MS Office tools, Proficiency in English language

### Roles & Responsibilities:

- Overseeing import operations entails verifying documents, facilitating customs clearance, registering with SIMS and COG, and managing consignment registration on the BIS portal while liaising with Customs House Agents.

- Arranging delivery logistics to warehouses or client sites involves preparing necessary documentation such as delivery invoices and e-way bills to ensure efficient outward deliveries.
- Supervising warehouse activities is essential for the secure and efficient handling of materials, ensuring compliance with established protocols.
- Monitoring stock levels in the warehouse is crucial to avoid surpassing maximum capacity, with immediate communication to the sales team regarding any inconsistencies.
- Coordinating travel logistics, including flights, accommodations, and transportation, is conducted in partnership with contracted vendors, aligned with the sales team's schedule.
- Validating vendor invoices for warehouse rent, maintenance, customs clearance, transportation, and travel costs is necessary before forwarding them to the accounts team for payment processing.
- Assisting the Accounts department involves maintaining records of trade payables and receivables, including sharing payment and receipt advice with relevant vendors and the sales team.

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会社説明