



PR/109152 | Customer Service & 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

1525435

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

2025年04月08日 14:01

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

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.

#LI_JACIN

会社説明