



PR/109383 | Sr. Executive - Export

Job Information

Recruiter

JAC Recruitment India

Job ID

1543466

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 10:58

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

Job Title: Executive/Sr. Executive - Export

Work Location: Gurugram

Educational Qualification: Bachelor's or master's degree in international business, Supply Chain, Logistics, or related fields.

Experience: Minimum 2 years of experience

Key Responsibilities:

- Handle airline space booking, secure allocations, and ensure timely coordination with airline partners to meet shipment deadlines.
- Prepare and process Airway Bills (AWB) and associated export documents as per regulatory requirements.
- Collaborate closely with CHA for timely customs clearance and compliance with export regulations, maintain effective communication with clients to ensure their requirements are met and keep them updated on shipment progress, liaising with international branches, agents, and customers for smooth export operations and documentation.
- Ensure all shipping documents (AWB, invoices, packing lists, and bunch documentation) are accurate and in accordance with regulatory standards.
- Troubleshoot issues during shipment processes, including delays, documentation errors, or communication gaps.

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Company Description