



PR/109384 | Sr. Executive / AM - Import

#### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1543467

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

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#### 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:** Sr. Executive/Asst. Manager - Import

**Job 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:**

- Ensure proper documentation for imports, adhering to customs regulations and legal compliance.
- Liaise with international vendors, freight forwarders, and customs brokers to facilitate seamless import processes.
- Monitor inbound shipments, maintain tracking reports, and resolve any discrepancies in deliveries.

- Work with customs authorities to ensure smooth clearance while complying with government and industry regulations.
- Collaborate with internal teams, including procurement, finance, and warehouse operations, to align import activities with business needs.
- Prepare periodic reports and analysis related to import operations, expenditures, and vendor performance.

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## Company Description