



PR/109384 | Sr. Executive / AM - Import

Job Information

Recruiter

JAC Recruitment India

Job ID

1548693

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 01:00

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