



## PR/109410 | Trading admin (Import and export): Bangalore

### Job Information

**Recruiter**[JAC Recruitment India](#)**Job ID**

1548710

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**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

**Title:** Trade Operations- Import/ Export**Location:** Bangalore**Job Qualification:**

- 5-10 year of experience in trade operations, logistics, or sales support.
- Knowledge of import/export procedures, customs documentation, and trade compliance.
- Familiarity with international payment processes (USD transactions) and domestic financial transactions (INR collections).
- Strong communication skills in English; knowledge of Hindi or Japanese is a plus.

**Job Responsibilities:**

[Trade Operations (Import/Export &amp; Logistics Coordination)]

- Manage the export of chemicals from India to Japan and Malaysia.
- Handle the import of chemicals from Japan to India and coordinate domestic transportation within India.
- Oversee container-based ocean freight shipments and domestic land transportation.
- Coordinate customs clearance procedures for imported goods before internal distribution within India.
- Customs Clearance
- Import/Export documentation
- -Shipping documentation
- \*They will receive products from Japan, and they may export materials from India in the future.

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## Company Description