



PR/109555 | Customer Service Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1553854

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 10:25

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:** Customer Service Executive**Job Location:** Gurugram**Educational Requirements:** Diploma or Engineering in the field of mechanical engineering or similar field.**Roles & Responsibilities:**

- Updating PO Control.
- Import Order follow up.
- Custom Clearance Activity.
- Approving Draft Documents like B/L, Invoice packing list, Insurance, & FTA to supplier.

- Approving draft B/L's for all the FOB shipments.
- Approving checklists for filing Bill of Entry for customs clearance.
- Follow up for the urgent issues/cancellation or delaying of any order as discussed in the meeting.
- Making custom duty entry for import purchase in SAP.
- Miscellaneous work.

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Company Description