



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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description