



PR/109680 | Customer Service Executive

Job Information

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

1559294

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 30th, 2025 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Basic

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:** Pune**Educational Qualification:** Graduate or Postgraduate in Engineering or Management field 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.

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Company Description