



## PR/109687 | Customer Service Executive {Gurgaon}

### Job Information

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

1559300

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

September 23rd, 2025 11:11

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**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