



PR/109697 | CS - Executive

#### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1559309

**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 Requirement:**

- Years of Experience - 1 to 2 Years
- Qualification - BCom Full time graduate
- Gender - Female only
- Location - Teynampet, Chennai.

**Job Roles and Responsibilities:**

1

Updating PO Control

2

Import Order Follow up

3

Custom Clearance Activity

4

Approving Draft Documents like B/L, Invoice Packing List, Insurance & FTA to Supplier

5

Approving Draft B/L's for all the FOB Shipments

6

Approving Checklists for filing Bill of Entry for Custom Clearance.

7

Follow up for the Urgent Issues / Cancellation or Delaying of any order as discussed in the meeting.

8

Making Custom Duty Entry,for Import Purchase in SAP.

9

Miscellaneous work

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Company Description