



PR/109716 | Sales Support / Import Export Coordinator (Gujarat)

Job Information

Recruiter

JAC Recruitment India

Job ID

1559322

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 02:00

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

Company Overview: One of the Japanese MNC involved into trading of chemicals.

Job Overview: Looking for a proactive and detail-oriented Import/Export Coordinator to manage international logistics operations, support sales activities, and ensure smooth coordination with customs brokers and freight forwarders.

Job Responsibilities:

- Documentation Management: Prepare and manage all necessary documentation for import/export activities, including invoices, packing lists, certificates of origin, and customs declarations.
- Logistics Coordination: Liaise with customs brokers and freight forwarders to ensure timely and compliant shipment of goods.
- Schedule Management: Monitor and manage import/export schedules, adjusting delivery dates as needed to meet business requirements.
- Sales Support: Assist Japanese MD in sales activities, including client communication, proposal preparation, and follow-ups.

Job Requirements:

- Graduate with 6+ years' experience into logistics industry or dealing with logistics in chemical industry
- Must be fluent in English as reporting is to Japanese MD
- Must be fluent in Gujarati as the job will involve dealing with local vendors
- Must be comfortable for face-to-face interview at Gujarat

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Company Description