



PR/109721 | Sr. Executive – Operations & Logistics {Gurgaon}

Job Information

Recruiter

JAC Recruitment India

Job ID

1559327

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 00:00

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

- Designation Offered: Sr. Executive- Operations & Logistics
- Location: Gurugram Office (Cyber City)
- Experience: Minimum 6 Years
- Educational Qualification: Graduate and above.
- Job Description: Sales Support (Issuance of PO & PI), Support Sales Team with MIS reports on Sales & forecasting, Scheduling the Dispatches & Logistics to Customers, Timely Monitoring of Warehouse Stock, Issuance of Insurance Certificates for transit materials, Tracking the Import shipments and aligning the documents for import clearance. Timely filing of BOE for Custom Duty, Coordinate with Clearing house agents for movement of import / export of goods etc.

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Company Description