



## PR/109730 | Assistant Manager- Dispatch

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1559898

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

December 23rd, 2025 00:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Introduction:**

We are seeking a dynamic and experienced professional to join our Supply Chain Management team as an **Assistant Manager – Dispatch Section**. This newly created role is critical to supporting our growing sales operations and ensuring seamless dispatch documentation and coordination. The ideal candidate will bring deep expertise in dispatch processes within the automobile industry and demonstrate strong leadership and analytical skills to drive operational excellence.

**Qualifications:**

- **Essential:** Graduate
- **Desirable:** Not specified

**Experience Requirements:**

- **Years of Experience:** 7–10 years
- **Industry Preference:** Automobile Industry
- **Special Experience/Knowledge:**

- Hands-on experience with customer portals and invoicing for:
  - Suzuki (MSIL/SMG)
  - Honda (HMI)
  - Kia
  - Force Motors (FML)

**Reason for Requirement:**

- Currently, only one resource is handling dispatch documentation.
- Existing manpower is insufficient to meet management expectations.
- Increased workload due to rising sales volume.

**Key Responsibilities:**

- Prepare customer-wise invoices (MSIL/SMG/HMI/KIA/FML).
- Coordinate with logistics partners and customers for supply-related matters.
- Conduct Why-Why Analysis for process improvement.
- Register customer complaints and prepare action plans.
- Supervise team, assess workload, and manage manpower.
- Implement FIFO, control WIP and rejection rates.
- Coordinate daily tasks with internal departments (QA, Production, Sales & Marketing, Engineering).
- Monitor stock against demand and verify system vs. physical inventory.
- Maintain and update customer dashboards.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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**Company Description**