



PR/109410 | Trading admin (Import and export): Bangalore

Job Information

Recruiter

JAC Recruitment India

Job ID

1572208

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 08:01

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Title: Trade Operations- Import/ Export

Location: Bangalore

Job Qualification:

- 5-10 year of experience in trade operations, logistics, or sales support.
- Knowledge of import/export procedures, customs documentation, and trade compliance.
- Familiarity with international payment processes (USD transactions) and domestic financial transactions (INR collections).
- Strong communication skills in English; knowledge of Hindi or Japanese is a plus.

Job Responsibilities:

[Trade Operations (Import/Export & Logistics Coordination)]

- Manage the export of chemicals from India to Japan and Malaysia.
- Handle the import of chemicals from Japan to India and coordinate domestic transportation within India.
- Oversee container-based ocean freight shipments and domestic land transportation.
- Coordinate customs clearance procedures for imported goods before internal distribution within India.
- Customs Clearance
- Import/Export documentation
- -Shipping documentation
- *They will receive products from Japan, and they may export materials from India in the future.

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Company Description