



PR/109924 | Customer Service Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1572213

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 12:01

General Requirements

Minimum Experience Level

Over 3 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

Job Description:

Job Title: Customer Service Executive

Job Location: Gurugram

Key Responsibilities:

- Warehouse Dispatches.
- Document Exchange from Idemitsu Fine Composites.
- Bar Codes for the assigned customers.
- Direct Dispatch from Port to Lumax Orders.
- Coordination with Warehouse & Suppliers.
- Advance Request Creation.

Qualification:

Any bachelor's degree

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Company Description