



## 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