



PR/109973 | Assistant / Senior Assistant - Customer Service

Job Information

Recruiter

JAC Recruitment India

Job ID

1572233

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 14:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Position: Assistant / Senior Assistant

Job Location: Bangalore

Qualification required: Bachelor's Degree (Commerce / Business / Supply Chain preferred)

Key Responsibilities:

- Knowledge of order processing & delivery coordination
- Basic understanding of logistics, billing and documentation
- Proficient in Excel & MS Office
- Experience in ERP order processing
- Coordination with warehouse / logistics / CHA
- Billing, invoicing & documentation follow-up

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Company Description