



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

February 10th, 2026 12:01

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

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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description