



## 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 16th, 2026 07:52

### 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