



PR/110002 | Logistics & dispatch {Gurgaon}

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1575571

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 12:07

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job title: Logistics & Purchase-

Location: Gurgaon

Job Description:

Key Responsibilities:

1. Coordinate end-to-end shipment process for domestic and international dispatches.
2. Track shipments and update internal teams on status, delays, and ETAs.
3. Liaise with transporters, freight forwarders, customs agents, and warehouse teams.
4. Manage daily logistics/dispatch operations including pickup scheduling, material movement, and delivery follow-up.
5. Ensure timely clearance and documentation compliance with customs and regulatory bodies.
6. Maintain weekly & monthly stock reports.
7. Manage all purchase and logistics transactions in ERP systems-MC Frame.

Desired Skills & Requirements:

1. Graduate (preferably in Purchase / Logistics / Commerce).
2. 1–5 years of relevant experience in logistics or supply chain.
3. Knowledge of export–import documentation and Incoterms is an advantage.
4. Good communication and coordination skills.
5. Proficiency in MS Excel and ERP systems.
6. Ability to multitask and work under tight timelines.
7. Experience in purchase and logistics data entry.

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Company Description