



PR/110100 | Assistant- Customer service

Job Information

Recruiter

JAC Recruitment India

Job ID

1579747

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 06:00

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

Company Profile: Excellence opportunity with a premier Japanese trading firm.

Job Location: Chennai

Key Responsibilities:

- Knowledge of International trade etc.
- End to end responsibility of invoice generation, purchase entry, samples entry,
- Arranging the shipping documents, shipping schedule and issue of debit note, co-ordination.
- Coordinating with inter departments - other sections, Logistics, Finance and with other branch in case of the requirement.
- Supporting the Sales staff in all the sales related work, some of the sales activity in the absence of sales person to follow up with supplier or customer. Payment follow up, vendor co-ordination, arranging and fixing meeting etc.

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Company Description