



## 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**

June 2nd, 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.

**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.

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