



PR/110143 | Asst. Asst. Manager / Logistics {Gurgaon} Manager / Logistics {Gurgaon}

Job Information

Recruiter

JAC Recruitment India

Job ID

1581880

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 12:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Designation- Asst. Manager / Logistics

Location- Gurgaon

Key responsibilities:

1. Order & Documentation Authorization

Authorize Sales Orders (SO), Purchase Orders (PO), Goods Receipt Notes (GRN), Sales Invoices (SI), Debit Notes, and Tax Invoices in Tally.

Share PO PDF copies and CSV file with respective plants.

2. Customer & Plant Coordination

Share shipping schedules with customers upon receipt from the plant.

Prepare and issue HSS (High Sea Sale) documents for customers.

Check and confirm draft documents, MICECA, EPA

3. Customs & Logistics Support

Coordinate with CHA and customers for customs clearance shipments.

Review and confirm the checklist provided by CHA for customs clearance shipments.

Reply to and resolve custom-related queries.

Submit necessary documents as required by auditors.

Submit CHA invoices to A&A for payment

4. Salesforce & Sample Shipment Management

Arrange sample shipments once approved in Salesforce

Update and maintain necessary status changes in Salesforce for sample requests

5. Duty Payment & BOE Coordination

Coordinate with A&A department for custom duty payments after receiving BOE copies from CHA

6. Administrative Tasks

Arrange E-stamp papers from vendors

Ensure compliance and accurate documentation for audits and internal controls

Collect notarised HSS and BOE copies from Customers and upload in Sharepoint

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Company Description