



PR/110148 | Logidtics Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1581884

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 24th, 2026 06:00

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

- Coordinating the RM unloading plan in consultation with the inventory team.
- Verifying purchase orders for invoicing and ensuring documentation accuracy and control.
- Checking vehicle availability and providing required labels to the inventory team.
- Preparing invoices as per the delivery instructions (DI) received from the sales team.
- Managing vehicle weighment and handing over all relevant transit documents to drivers.
- Coordinating with customers to ensure safe delivery and unloading of materials.
- Preparing job work challans and other relevant documents.
- Sharing daily status reports and other necessary updates with management.

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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description