



PR/110315 | Assistant Executive / Executive {Gurgaon}

#### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599457

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:24

#### General Requirements

**Minimum Experience Level**

Over 1 year

**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

Position: Assistant Executive/Executive

Department: Catalyst & Raw & Sustainable Material

Education: MBA/B.Tech

Experience: 2~4 Years

Salary: 4 ~ 6 L/A

Location: Gurgaon

Key Skill Requirements:

1. Should have experience of Communication with Overseas & Domestic Customer/Supplier
2. Developing and executing sales plan to meet Customer Delivery Target Date
3. Must have knowledge of Export/Import Custom Clearance Procedure and Challenges/CARTOR rule/Letter of Credit/MEIS/RODtep.
4. Execution of Quotation to Customer/ Purchase Order/Sales Order/Inventory Management/AR Collection
5. Knowledge of Export Documentation & Liaising with CHA/Freight Forwarding Company.
- 6.Experience of BIS Procedure and capable to co-ordination with supplier to acquire BIS License
7. Person from Steel Industry is most preferable
8. Understanding of pricing and margins in Biz & accordingly make the quotation
9. Customer relationship management (CRM)
10. Knowledge of Overseas Transaction and EXIM operations

1.

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Company Description