



## PR/110348 | Executive {E2}- Global Logistics Bangalore

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599474

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:25

### General Requirements

**Minimum Experience Level**

Over 3 years

**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

Executive {E2}- Global Logistics Bangalore

#### Key Responsibilities

- Arranging / Confirming / Monitoring delivery schedules of import shipments of machine parts (sea freights / air freights / courier )
- Clearing customs with checking invoices and submitting necessary documents such as Bill of Entry
- Claiming on the insurance in case some damages are found on imported freights.
- Providing and submitting necessary reports to governmental organization such as Ministry of Commerce and Industry
- Responding to customs audits held by the custom office
- Responsible for coordinating domestic logistics between factories and external warehouses, including preparation of

transfer documentation.

- Required Skills & Experience
- 3-7 years' experience Hands-on experience in import and export operations of components.
- Customs clearance operations and import/export procedures.
- Microsoft Office (Power Point , Excel (Basic operation: Vlook function) , Word)
- •Ability to plan, execute, and deliver process improvement projects
  - Strong coordination and facilitation skills across related departments (shop floor, procurement, IT, etc.)
- Language: Kannada and English.

**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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## Company Description