



PR/110396 | (Import- Export Operations)

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599504

**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**

Native

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**Job Title/ Designation:** (Import- Export Operations)

**Report To:** Head of India Business (Japanese Expat)

**Experience:** Minimum 3 years of import/export operations experience within a trading company. Experience in cost control, inventory management, and logistics coordination

**Location:** Gurugram

**Qualification:** Bachelor's degree or above

**KEY SKILLS:**

- Excellent communication skills.
- Excellent presentation skills.

- Good leadership skills.

To manage end-to-end procurement and import/export operations for the new India entity, ensuring smooth coordination with suppliers, logistics partners, and overseas group companies.

Job Description:

- Handle procurement and purchasing operations including cost management, inventory control, purchase order creation, and invoice issuance.
- Manage customs clearance, import/export licenses, and coordination with logistics companies.
- Communicate closely with foreign companies outside India regarding orders, delivery schedules, and documentation.

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Company Description