



PR/110526 | Logistics Coordinator

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1602470

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Designation- Logistics Coordinator

Location-Gurgaon

Key Responsibilities-

Air Freight — Primary Mode (~70% of volume)

- Book and manage air freight from origin in India to consignees in the US, serving as the single point of contact from booking through delivery.
- Prepare and verify documentation: master and house air waybills (MAWB / HAWB), commercial invoices, packing lists, shipping bills, dangerous-goods declarations where applicable, and US-side ISF filings.
- Select between IATA-rated forwarders and direct airline contracts based on cost, transit time, and reliability; coordinate across airlines, forwarders, and customs brokers.

- Anticipate and resolve disruptions — space rejections, weight and manifest discrepancies, customs query letters at origin, and CBP examination holds at destination.
- Manage spot versus contract rates, maintain a rate-comparison log, and plan around GRI cycles and peak-season surcharges. Sea Freight — Secondary Mode (~30% of volume)
- Coordinate sea exports from India end to end — factory or CFS pickup through US port delivery — across both FCL and LCL.
- Manage VGM certification, container stuffing and sealing, SI cut-offs, and bill-of-lading issuance (telex release vs. original BL). Page 1 Donna International | Logistics Coordinator
- Oversee US customs entry and ISF 10+2, and support ADD / CVD (antidumping / countervailing duty) matters where relevant. India Export Coordination
- Prepare and verify Indian export documentation; file or supervise Shipping Bills on ICEGATE and track Let Export Order (LEO) issuance.
- Manage IEC, AD Code, and DGFT-related filings, along with RoDTEP, duty drawback, and related incentive claims.
- Build and manage direct relationships with CHAs, freight forwarders, and NVOCCs; resolve port conflicts, missed vessel cut-offs, and unresponsive vendors through firm, timely escalation.
- Work fluently with India ports and air-cargo terminals such as IGI Airport (Delhi), JNPT, and Nhava Sheva. US Domestic / Last-Mile Delivery
- Manage delivery after US customs clearance to warehouses, retailers, or end customers. • Coordinate drayage providers, 3PLs, and direct carriers; handle LTL vs. FTL decisions, NMFC classification, carrier selection, and proof-of-delivery (POD) collection.
- Meet major-retailer inbound compliance requirements (e.g., Amazon FBA, Walmart), including routing requests, RA numbers, and prepaid vs. collect freight. Systems, Reporting & Cross-Time-Zone Coordination
- Maintain real-time visibility across all open shipments using trackers, shared logs, and automated alerts — keeping management informed without being chased.
- Work across TMS / ERP platforms and forwarder portals (e.g., Flexport, Expeditors, Kuehne+Nagel); use Excel and Google Sheets for data management and reporting.
- Coordinate seamlessly across US and India time zones, with clean overnight hand-offs and disciplined asynchronous communication. What We're Looking For
- Proven coordination experience: a track record as a logistics coordinator or freight executive with genuine end-to-end shipment ownership — not just task execution.
- Air freight depth: hands-on experience, ideally in an air-dominant operation, including time-sensitive or high-value cargo.
- India–US lane experience: direct experience coordinating India–US shipments, with familiarity across India export docs (SB, LEO, BRC) and US import compliance (ISF, CBP).
- Sea freight knowledge: working command of FCL / LCL, VGM, bill-of-lading processes, and ISF 10+2.
- Systems fluency: strong Excel / Google Sheets skills and comfort with forwarder portals and shipment-tracking systems.
- Communication & autonomy: excellent vendor-management and stakeholder skills, with the self-direction to work independently across time zones. Bonus Points Page 2 Donna International | Logistics Coordinator
- Experience with Indian export incentives (RoDTEP and duty drawback; legacy MEIS a plus).
- US domestic last-mile experience and major-retailer compliance (Amazon FBA, Walmart).
- Exposure to ADD / CVD matters on US imports.
- Established direct relationships with carriers, CHAs, and freight forwarders. Core Competencies
- End-to-end ownership and accountability — “I did,” not “we did.”
- Proactive, triage-first problem solving under pressure.
- Commercial awareness on rates, routing, and trade-offs.
- Disciplined, proactive reporting and stakeholder communication.
- Calm, assertive escalation and vendor management. What Success Looks Like (First 90 Days)

- Independently managing live air and sea shipments end to end with minimal oversight.
- A clean, single source of truth for all open shipments that leadership can rely on at a glance.
- An established working rhythm with key forwarders, CHAs, and US-side brokers — with issues escalated and resolved before they reach the customer.

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Company Description