



PR/110583 | Executive Logistics

Job Information

Recruiter

JAC Recruitment India

Job ID

1604939

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 10:47

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

Position: Executive Logistics

Exp: 2-5 Years

Location - Gurgaon

Job Description

- Good understanding of international logistics and shipping processes for both imports and exports.
- Knowledge of customs clearance procedures, trade documentation, and regulatory requirements.
- Familiarity with import/export documentation, shipping terms, and customs compliance. Strong communication, coordination skills.
- Proficiency in MS Office, particularly Excel and logistics tracking systems.

- Manage and process import and export documentation accurately and in a timely manner.
- Coordinate with freight forwarders, Customs House Agents (CHA), transporters, and shipping lines to ensure smooth shipment execution.
- Monitor shipment schedules, track cargo movement, and provide regular status updates.
- Prepare, review, and maintain all required import/export shipping documents.
- Verify HS codes, review applicable duty structures, and ensure compliance with customs regulations.
- Coordinate with suppliers, vendors, and international customers to facilitate seamless logistics operations.
- Ensure compliance with customs, DGFT, and other applicable trade regulations and company policies.

Maintain accurate shipment records, documentation, and logistics reports for audit and compliance purposes

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Company Description