

PR/110911 | Logistics & Supply Chain Executive

Job Information

Recruiter
JAC Recruitment India

Job ID
1621780

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:21

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

Job Description – Logistics & Supply Chain Executive

Job Summary

We are looking for an experienced Logistics & Supply Chain Executive to manage customer orders, demand planning, procurement, inventory, import shipments, warehouse coordination, and customer dispatches.

Key Responsibilities

- Prepare and place Purchase Orders (POs) with overseas suppliers and follow up on production and delivery schedules.
- Coordinate with overseas suppliers, freight forwarders, and internal teams for import shipments.
- Handle import documentation, checklist approvals, customs clearance, and duty payment coordination.
- Ensure timely material inward and warehouse availability.

- Plan and coordinate with customer related to dispatches and firm and forecast orders as per delivery schedules.
- Coordinating with customers, including material readiness, pickup coordination, and documentation.
- Maintain sales orders, POs, inventory, invoicing, and customer ledgers using Tally ERP.
- Monitor the complete Order-to-Delivery cycle from customer forecast to final dispatch.

Prepare MIS reports related to orders, inventory, shipments, and dispatches.

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.

Privacy Policy Link: https://www.jac-recruitment.in/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.in/terms-of-use

Company Description