



JAC Recruitment

We are recruitment specialists around the globe

India



PR/108649 | Admin & Sales Assistant

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1536092

業種

その他（メーカー）

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年04月30日 15:48

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Educational Qualification: Any Graduate

Experience (in years): Minimum 5 Years

Primary Purpose:

Coordinate with Forwarders/CHAs for shipment documentation and checklist approvals, as well as for organizing vendor invoices by shipment.

Develop and maintain filing systems to store shipment records, prepare them by shipment, and provide financial information to the finance department.

Responsibilities:

Working Days & Time:

Sales Coordinator is required to manage the customer orders, coordination with supplier for delivery, coordination with shipping line and custom clearance of material, arrange documentation for import/export, local warehouse stock reconciliation, insurance claim.

Must have English and Hindi Language

会社説明