



PR/109697 | CS - Executive

#### 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

1559309

##### 業種

その他（商社）

##### 雇用形態

正社員

##### 勤務地

インド

##### 給与

経験考慮の上、応相談

##### 更新日

2025年09月23日 11:11

#### 応募必要条件

##### キャリアレベル

中途経験者レベル

##### 英語レベル

無し

##### 日本語レベル

無し

##### 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

##### Job Requirement:

- Years of Experience - 1 to 2 Years
- Qualification - BCom Full time graduate
- Gender - Female only
- Location - Teynampet, Chennai.

##### Job Roles and Responsibilities:

1

Updating PO Control

2

Import Order Follow up

3

Custom Clearance Activity

4

Approving Draft Documents like B/L, Invoice Packing List, Insurance & FTA to Supplier

5

Approving Draft B/L's for all the FOB Shipments

6

Approving Checklists for filing Bill of Entry for Custom Clearance.

7

Follow up for the Urgent Issues / Cancellation or Delaying of any order as discussed in the meeting.

8

Making Custom Duty Entry,for Import Purchase in SAP.

9

Miscellaneous work

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会社説明