



PR/109716 | Sales Support / Import Export Coordinator (Gujarat)

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

1559322

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

Company Overview: One of the Japanese MNC involved into trading of chemicals.

Job Overview: Looking for a proactive and detail-oriented Import/Export Coordinator to manage international logistics operations, support sales activities, and ensure smooth coordination with customs brokers and freight forwarders.

Job Responsibilities:

- Documentation Management: Prepare and manage all necessary documentation for import/export activities, including invoices, packing lists, certificates of origin, and customs declarations.
- Logistics Coordination: Liaise with customs brokers and freight forwarders to ensure timely and compliant shipment of goods.
- Schedule Management: Monitor and manage import/export schedules, adjusting delivery dates as needed to meet business requirements.
- Sales Support: Assist Japanese MD in sales activities, including client communication, proposal preparation, and follow-ups.

Job Requirements:

- Graduate with 6+ years' experience into logistics industry or dealing with logistics in chemical industry
- Must be fluent in English as reporting is to Japanese MD
- Must be fluent in Gujarati as the job will involve dealing with local vendors
- Must be comfortable for face-to-face interview at Gujarat

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.

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会社説明