



PR/110002 | Logistics & dispatch {Gurgaon}

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

1575571

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

2026年02月17日 01:00

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

基礎会話レベル

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 title: Logistics & Purchase-

Location: Gurgaon

Job Description:

Key Responsibilities:

1. Coordinate end-to-end shipment process for domestic and international dispatches.
2. Track shipments and update internal teams on status, delays, and ETAs.
3. Liaise with transporters, freight forwarders, customs agents, and warehouse teams.
4. Manage daily logistics/dispatch operations including pickup scheduling, material movement, and delivery follow-up.
5. Ensure timely clearance and documentation compliance with customs and regulatory bodies.
6. Maintain weekly & monthly stock reports.
7. Manage all purchase and logistics transactions in ERP systems-MC Frame.

Desired Skills & Requirements:

1. Graduate (preferably in Purchase / Logistics / Commerce).
2. 1–5 years of relevant experience in logistics or supply chain.
3. Knowledge of export–import documentation and Incoterms is an advantage.
4. Good communication and coordination skills.
5. Proficiency in MS Excel and ERP systems.
6. Ability to multitask and work under tight timelines.
7. Experience in purchase and logistics data entry.

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会社説明