



PR/110100 | Assistant- Customer service

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

1579747

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05月05日 06:00

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

流暢

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 Profile: Excellence opportunity with a premier Japanese trading firm.

Job Location: Chennai

Key Responsibilities:

- Knowledge of International trade etc.
- End to end responsibility of invoice generation, purchase entry, samples entry,
- Arranging the shipping documents, shipping schedule and issue of debit note, co-ordination.
- Coordinating with inter departments - other sections, Logistics, Finance and with other branch in case of the requirement.
- Supporting the Sales staff in all the sales related work, some of the sales activity in the absence of sales person to follow up with supplier or customer. Payment follow up, vendor co-ordination, arranging and fixing meeting etc.

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会社説明