



## 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04月07日 07:00

### 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