



PR/110143 | Asst. Asst. Manager / Logistics {Gurgaon}Manager / Logistics {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

1581880

##### 業種

その他（メーカー）

##### 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03月24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

ビジネス会話レベル

##### 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

Designation- Asst. Manager / Logistics

Location- Gurgaon

##### Key responsibilities:

###### 1. Order & Documentation Authorization

Authorize Sales Orders (SO), Purchase Orders (PO), Goods Receipt Notes (GRN), Sales Invoices (SI), Debit Notes, and Tax Invoices in Tally.

Share PO PDF copies and CSV file with respective plants.

###### 2. Customer & Plant Coordination

Share shipping schedules with customers upon receipt from the plant.

Prepare and issue HSS (High Sea Sale) documents for customers.

Check and confirm draft documents, MICECA, EPA

###### 3. Customs & Logistics Support

Coordinate with CHA and customers for customs clearance shipments.

Review and confirm the checklist provided by CHA for customs clearance shipments.

Reply to and resolve custom-related queries.

Submit necessary documents as required by auditors.

Submit CHA invoices to A&A for payment

4. Salesforce & Sample Shipment Management

Arrange sample shipments once approved in Salesforce

Update and maintain necessary status changes in Salesforce for sample requests

5. Duty Payment & BOE Coordination

Coordinate with A&A department for custom duty payments after receiving BOE copies from CHA

6. Administrative Tasks

Arrange E-stamp papers from vendors

Ensure compliance and accurate documentation for audits and internal controls

Collect notarised HSS and BOE copies from Customers and upload in Sharepoint

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会社説明