



PR/110583 | Executive Logistics

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

1604939

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08月25日 13:00

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

Position: Executive Logistics

Exp: 2-5 Years

Location - Gurgaon

Job Description

- Good understanding of international logistics and shipping processes for both imports and exports.
- Knowledge of customs clearance procedures, trade documentation, and regulatory requirements.
- Familiarity with import/export documentation, shipping terms, and customs compliance. Strong communication, coordination skills.
- Proficiency in MS Office, particularly Excel and logistics tracking systems.

- Manage and process import and export documentation accurately and in a timely manner.
- Coordinate with freight forwarders, Customs House Agents (CHA), transporters, and shipping lines to ensure smooth shipment execution.
- Monitor shipment schedules, track cargo movement, and provide regular status updates.
- Prepare, review, and maintain all required import/export shipping documents.
- Verify HS codes, review applicable duty structures, and ensure compliance with customs regulations.
- Coordinate with suppliers, vendors, and international customers to facilitate seamless logistics operations.
- Ensure compliance with customs, DGFT, and other applicable trade regulations and company policies.

Maintain accurate shipment records, documentation, and logistics reports for audit and compliance purposes

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会社説明