



JAC Recruitment

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India



PR/109153 | OEM Sales- Sales Coordinator

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1536196

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:49

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Sales Co-ordinator (OEM Sales, Head Office)**Location:** Neemrana**Key Responsibilities:**

- Support the OEM sales team in daily operations and coordination.
- Assist in preparing sales reports, maintaining records, and managing documentation.
- Communicate with clients and suppliers to ensure smooth transactions.
- Handle customer inquiries and provide timely resolutions.
- Collaborate with other departments to streamline sales processes.

Qualifications:

- New graduates preferred.
- Strong communication and interpersonal skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Detail-oriented and highly organized.
- Ability to work effectively in a team environment.

Company Description