



## PR/109157 | Sales Assistant

### Job Information

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

1536198

**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

Experience: 3-5 years

Location: Faridabad (Will be shifting to Palwal)

**Responsibilities:****Import/Export Operation Management**

- Oversee and manage all import and export activities.
- Ensure compliance with international trade regulations.
- Coordinate with customs brokers and freight forwarders.

**Support for Sales Account Manager (AM)**

- Assist Sales AM in managing client accounts.
- Prepare sales reports and presentations.
- Handle customer inquiries and provide timely responses.

#### **Issue Invoices**

- Generate and issue invoices to clients.
- Ensure accuracy and completeness of billing information.
- Follow up on outstanding payments.

#### **Documentation Work**

- Maintain and organize all relevant documentation.
- Prepare and file necessary paperwork for import/export activities.
- Ensure all records are up-to-date and easily accessible.

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#### **Company Description**