



PR/108649 | Admin & Sales Assistant

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1541788

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 20:00

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

Educational Qualification: Any Graduate

Experience (in years): Minimum 5 Years

Primary Purpose:

Coordinate with Forwarders/CHAs for shipment documentation and checklist approvals, as well as for organizing vendor invoices by shipment.

Develop and maintain filing systems to store shipment records, prepare them by shipment, and provide financial information to the finance department.

Responsibilities:

Working Days & Time:

Sales Coordinator is required to manage the customer orders, coordination with supplier for delivery, coordination with shipping line and custom clearance of material, arrange documentation for import/export, local warehouse stock reconciliation, insurance claim.

Must have English and Hindi Language

Company Description