



## PR/109102 | Sales Executive

### Job Information

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

1541851

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 21:00

### 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

**Job Summary:**

We are seeking a proactive and dynamic Sales Executive to join our team. The ideal candidate will be responsible for coordinating customer orders, managing sales duties, and preparing necessary documentation. This role requires excellent communication skills, attention to detail, and the ability to work collaboratively with various departments.

**Key Responsibilities:**Coordination for Customer Orders:

- Respond to customer inquiries regarding samples and mass production products.
- Arrange and manage customer delivery schedules and forecasts.
- Coordinate delivery adjustments with customers, DSSI factory, Daicel head office, and other overseas sister companies.
- Share invoices with customers post-delivery.

**Estimation and Documentation for Mass Production Products:**

- Issue price revisions as instructed by superiors and follow up for customer Purchase Orders (PO).

- Prepare and issue quotations to customers.
- Update relevant factory members on price changes.
- Follow up with customers for account receivables.

Sales Duty Management:

- Analyze and record monthly sales actuals against forecasts and budgets.
- Prepare sales orders in ERP and communicate with the factory.
- Input sales forecasts and actual sales in FBX software monthly.
- Prepare and update documents based on IATF requirements, including customer satisfaction surveys.
- Prepare monthly sales reports and present them to superiors.
- Prepare sales and production reports based on Marklines.
- Issue sales commission invoices to sister companies.
- Handle other duties assigned by the sales department as needed.

Qualifications:

- Bachelor's degree in Business Administration, Marketing, or a related field.
- Proven experience in sales, preferably within a similar industry.
- Strong communication and interpersonal skills.
- Proficient in Microsoft Office Suite and ERP systems.
- Ability to work independently and as part of a team.
- Excellent organizational and multitasking abilities.

If you are a motivated individual with a passion for sales and customer service, we invite you to apply for this exciting opportunity. Join our team and contribute to our success!

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## Company Description