



PR/109500 | Coordinator - Gurgaon

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1551996

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 15th, 2025 10:30

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

Company Overview: One of the leading Japanese MNC having their HQ in Gurgaon.

Job Overview: Looking for an individual having strong experience into coordination while take care of the inventory.

Job Responsibilities:

- Document preparation, e-mail correspondence, and telephone support
- Data entry, management and analysis
- Preparation for meetings and taking minutes
- Customer service, responding to inquiries
- Expense reimbursement, equipment inventory management
- Creation and management of customer lists
- Perform work in accordance with the instructions of the supervisor
- Reporting, communication, and consultation will be determined in cooperation with the supervisor.
- Decision-making authority is limited within the work.

Job Requirements:

- Graduate having 3+ years' experience working in the profile
- Must have strong communication in English
- Strong in PC skills like PC skills (Word, Excel, PowerPoint, etc.)
- Must have good administrative skills
- Must have strong customer service skills
- Must be a team player

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description