



PR/109548 | Sr. Executive / AM -Marketing / Production

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1553847

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 23rd, 2025 06:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

Job Title: Sr. Executive/AM - Marketing

Job Location: Gurugram

Educational Requirements: Graduation or Post Graduation in Marketing domain or similar field.

Roles & Responsibilities:

- Assist the Production Manager in stabilizing QCD.
- Focus on consolidating information and presenting it to the PM.
- Handle administrative tasks arising from the production progress.
- Documentation work.

- Making quotations.
- Management of ABS.
- Horenso/Multitasking.
- Responding to inquiries from customers and the production team.
- Notifying customers about proof submissions.
- Notifying customers about deliveries.
- Organizing and updating customer development information.

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Company Description