



PR/109605 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment India

Job ID

1556302

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 11:01

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Descriptions for Sales Coordinator

- Sales Support:
 - Assist the sales team by providing information and administrative support.
 - Prepare sales reports, presentations, and documentation as required.
 - Track and manage sales data, customer interactions, and follow-up activities.
- Order Management:
 - Process and follow up on orders, ensuring timely and accurate delivery.
 - Monitor inventory levels, working with logistics to ensure stock availability.
 - Address and resolve any order discrepancies or issues.
- Customer Relationship Management:
 - Maintain positive relationships with customers, handling inquiries and providing product/service information.
 - Respond promptly to customer needs, escalating issues as necessary.
- Team Coordination:
 - Coordinate with other departments (e.g., marketing, sales, logistics) to facilitate smooth sales operations.
- Supplier Coordination and Quotation Preparation:
 - **Contact suppliers to obtain updated pricing, product details, and lead times.**

- **Request and track quotations from suppliers to support customer proposals.**
- **Prepare and issue quotations for customers, ensuring accuracy in pricing, specifications, and delivery terms.**
- **Follow up with both customers and suppliers to confirm order processing and delivery schedules.**
- **Administrative Duties:**
 - Manage sales-related paperwork, contracts, and agreements.
 - Maintain organized records of all sales-related documentation.
- **Reporting & Analysis:**
 - Generate regular and ad hoc reports on sales activities, forecasts, and targets.
 - Track performance metrics and analyse sales trends to help the team make informed decisions.
 - Serve as a point of contact between departments and external partners.
 - Coordinate and organize meetings, conferences, and company events, including booking venues, arranging catering, and managing RSVPs.
 - Assist in maintaining and updating company databases, records, and filing systems.
- **Compliance and Documentation:**
 - Ensure compliance with company policies and procedures, and assist in the preparation of reports for regulatory bodies.
 - Maintain confidentiality of sensitive information and documents.

Job Desire:

Minimum 3+ years of experience

Job Location: Bangalore/Chennai

Gender: Female only

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Company Description