



PR/109729 | Sales - Admin

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1559897

### Industry

Other (Trade)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

November 25th, 2025 21:00

## 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 Roles and Responsibilities:

- Co-ordination and arrangement to establish good relation with customers to preserve reputation of Company's products
- Order input and delivery adjustment
- Arrangement with Purchasing Department / production factory etc
- Handles customers' inquiry
- Issue quotation to customers
- Process customer purchase orders
- Handles customers' request for delivery
- Issue billings to customers
- Maintain proper filing of documents
- Participate in department and corporate activities
- Able to support other general admin work

### Job Requirement:

Minimum Diploma/Degree with 2 year of experience in Administration or other relevant professional certificates

- Freshers are welcome too
- Proficient in Microsoft office
- Able to work independently with minimum supervision
- Meticulous, possess good interpersonal skills with pleasant disposition, and adapts well to a fast paced environment

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## Company Description