



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

January 6th, 2026 01:00

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