



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

**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