



PR/109742 | Sales Coordinator (Gurgaon)

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1559907

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 10:40

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

- Having 3~4 yrs experience in preparing Quotation, Invoicing, Stock Management, MIS.
- Import/Export documentation knowledge is required
- Knowledge of Accounting.
- Good Communication skills
- Experience in Japanese company is additional

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Company Description