



## PR/109877 | Sales Assistant

### Job Information

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

1568038

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

December 9th, 2025 10:33

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Designation - Sales Assistant

Location - Gurgaon

Job Overview - Seeking experienced sales coordinator/sales operation professional

### Responsibilities

- Maintain CRM and calling potential customers
- Sales support for sales team
- Coordinating with regional offices

## Requirements

- 3-5 years of experience as sales coordinator
- Bachelor's degree or above

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## Company Description