



## 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**

January 20th, 2026 06:00

### 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

**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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

---

## Company Description