



## PR/109897 | SALES SUPPORT EXECUTIVE

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1569025

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

January 13th, 2026 12:01

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Please find below job profile:

1. Co-ordinate with outside sales ,PPC ,logistic, inventory & quality department to fulfill of customer requirement.
2. Prepare & maintain Sales Documentation such as sales contract, purchase order, Performa invoice, delivery instruction, and contract balance etc.
3. Ensure timely execute of customer order after discussing with outside sale.
4. Payment follows up with customer.

**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