



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.

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Company Description