



PR/109940 | Assistant Manager- Sales Support

Job Information

Recruiter

JAC Recruitment India

Job ID

1570727

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 11:01

General Requirements

Minimum Experience Level

Over 6 years

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

Position Overview:

We are seeking an experienced Assistant Manager – Sales Support to join our team in Gurgaon. The ideal candidate will provide comprehensive support to the sales function, ensuring smooth operations related to inquiries, quotations, shipments, and import procedures. This role involves close coordination with distributors, outsourced warehouses, and our Japan headquarters.

Key Responsibilities:

- Handle sales support tasks and assist the sales team in day-to-day operations.
- Respond promptly to inquiry emails and phone calls from customers and distributors.
- Prepare quotes and manage shipment arrangements for distributors.
- Address basic product inquiries and provide accurate information.
- Monitor and manage inventory status to ensure timely availability.
- Execute import-related tasks and maintain compliance with procedures.
- Coordinate trade operations with Japan headquarters and support technical inquiries.
- Liaise with outsourced warehouses for smooth logistics and inventory management.

Required Qualifications & Skills:

- Bachelor's degree or higher in any discipline.
- Prior experience using Tally in a professional setting.
- Strong knowledge of import procedures and shipping operations.
- Experience in shipping operations at Japanese trading companies or manufacturers is highly preferred.
- Ability to propose and implement process improvements for shipping efficiency.
- Work experience at Japanese companies will be an added advantage.
- Excellent communication and coordination skills.

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Company Description