



## 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.

**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.

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**Company Description**