



PR/109999 | Sales Administrator

Job Information

Recruiter

JAC Recruitment India

Job ID

1574878

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 11:00

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

Job Location: Gurugram, Haryana

Job Overview: Sales administration of piping systems (sales promotion documentation, customer support and internal coordinator etc.)

Job Description:

- Sales administration tasks including preparing estimates
- Coordinating product delivery schedules and gathering customer requirements
- Submitting documents such as catalogs and technical information
- Arranging business trip, rental cars, and hotel accommodations

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Company Description