



## 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**

February 24th, 2026 13:00

### 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