



PR/110125 | Senior Executive- Sales and Marketing

Job Information

Recruiter

JAC Recruitment India

Job ID

1580521

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 3rd, 2026 10:35

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 Summary

The Sales Executive is responsible for daily customer visits, generating new business opportunities, preparing quotations, and coordinating order processing and dispatches. The role involves monitoring distributor performance, addressing customer enquiries, and ensuring exceptional service to build long-term customer relationships. Success in this role requires strong communication skills, technical understanding, and the ability to collaborate effectively to achieve sales targets.

Key Responsibilities

- Conduct daily customer visits and generate sales leads within the assigned territory.
- Prepare and submit quotations; negotiate pricing and payment terms, and address technical queries to secure orders.
- Raise RFQs and coordinate special pricing approvals to support target achievement.
- Ensure timely follow-up on new leads and ongoing opportunities.
- Track purchase orders and support the preparation of OPR sheets while adhering to MOQ requirements for stock orders.
- Coordinate dispatch schedules and work closely with operations and logistics teams to ensure timely deliveries.
- Liaise with the Finance team regarding payment status and related processes.
- Collaborate with the Internal Sales team on invoicing, delivery coordination, and billing activities.
- Work with Inside Sales for lead management and follow-up activities.
- Maintain detailed records of customer visits and enquiries using the Sales Force CRM system.

- Submit regular sales activity reports to management.
- Build and nurture strong relationships with customers and distributors.
- Represent the company at trade shows and exhibitions to promote products and services.
- Provide technical support to customers when required.
- Monitor distributor performance in terms of sales activities and customer enquiries.
- Submit timely weekly/monthly sales reports.
- Continuously upgrade product knowledge and stay updated on industry trends, competitors, and market developments.

Requirements

- Bachelor's Degree in Engineering (Mechanical preferred) – **mandatory**.
- Fluency in English (spoken and written) and proficiency in the regional language of the assigned location.
- Background in Sales & Marketing with strong communication skills.
- Proficiency in MS Office and MS Excel.
- Must own a two-wheeler for daily field visits.
- Prior experience in the Mechanical Industry is preferred.
- Candidates with experience in Machine Tools, Capital Goods, Robotics & Automation, Application Engineering, or Sales Engineering will be given preference.

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Company Description