



PR/110204 | Admin & Sales Assistant / Japanese Manufacturing Company

Job Information

Recruiter

JAC Recruitment India

Job ID

1584319

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 31st, 2026 10:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

■Job Summary

The company is seeking a reliable General Affairs & Sales Assistant to support their sales operations and administrative functions.

This role will work closely with the sales team and Japanese stakeholders to ensure smooth day-to-day operations, accurate coordination, and effective communication. The ideal candidate will have experience working with Japanese companies and possess Japanese language skills, along with strong administrative and coordination abilities.

■Responsibilities
◎Sales Support

- Provide administrative support to the sales team, including documentation, data entry, and report preparation
- Assist with account management tasks, such as updating customer information and maintaining sales records
- Coordinate with internal teams to support new business development activities
- Support preparation of quotations, invoices, and sales-related documents
- Follow up with customers and internal stakeholders regarding orders, deliveries, and schedules

■General Affairs / Administration

- Handle general administrative tasks, including office coordination and document management
- Support communication between the sales team, management, and Japanese counterparts
- Maintain records and files in an organized and confidential manner
- Assist in coordinating meetings, visits, and business travel arrangements when required
- Support compliance with internal processes and company policies

■Required Skills & Qualifications

- Japanese language proficiency at JLPT N3 level or above
- Experience working in a Japanese company or in a Japan-focused business environment
- Prior experience in sales support, administrative support, or general affairs
- Basic understanding or experience in the automotive parts industry is preferred
- Good communication skills in Japanese and English
- Strong organizational skills and attention to detail
- Ability to multitask and coordinate with cross-functional teams

■Preferred Skills

- Experience supporting sales teams or working in a customer-facing support role
- Familiarity with ERP systems, CRM tools, or MS Office (Excel, PowerPoint, Word)
- Understanding of Japanese business culture and work practices

■Location

Gurgaon

■Salary

Based on the experience

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Company Description