



PR/110209 | Administration & Sales Assistant

Job Information

Recruiter

JAC Recruitment India

Job ID

1584323

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 31st, 2026 10:20

General Requirements

Minimum Experience Level

Over 3 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

Job Title: Administration & Sales Assistant

Location: Gurgaon

Job Responsibilities:

- Setting up its operations, and various setup tasks are required.
- They are looking for someone who can prepare the necessary documents, coordinate with relevant stakeholders, and create required materials.
- Seeking a candidate who can support company setup and provide sales assistance.

Experience:

- 3-6 Years of experience
- Graduate or above

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Company Description