



## PR/110226 | Sales Coordinator - Executive

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1585865

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 2nd, 2026 09:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

- Coordinate customer orders including sample requests and mass production requirements.
- Plan, manage, and adjust delivery schedules and forecasts in coordination with customers, factory, head office, and overseas group companies.
- Prepare and share customer invoices after delivery.
- Issue quotations and price revisions as instructed and follow up on customer purchase orders.
- Update pricing information internally and coordinate with relevant factory stakeholders.
- Follow up on customer accounts receivable to ensure timely payments.
- Track monthly sales performance against forecasts and budgets.
- Prepare sales orders in ERP systems and coordinate with the factory for execution.

- Maintain and update sales forecasts and actuals in FBX software.
- Prepare sales, production, and performance reports (including MarkLines data).
- Maintain IATF-related documentation, including customer satisfaction surveys.
- Issue sales commission invoices to sister companies, as applicable.
- Perform additional sales-related tasks as assigned based on business needs.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description