



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 30th, 2026 06:00

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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description