



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

May 5th, 2026 11:00

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.

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Company Description