



PR/110435 | Assistant Manager- Sales

Job Information

Recruiter

JAC Recruitment India

Job ID

1599530

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 7th, 2026 18:00

General Requirements

Minimum Experience Level

Over 6 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

Roles and Responsibilities

- First Point of contact of All Customer- Auto and Non-Auto.
- Responsible to Handling new enquiries/RFQ to ensure accuracy, completeness & timely submission.
- Technical feasibility with CFT.
- Responsible for Business Development activities.
- Customer interaction regarding project development.
- Specification meeting understanding customer requirement.
- CFT meetings & reviews

- Project summarization
- Understanding other customer specific requirement
- Coordinating with concerned department regarding new project development.
- Prepare monthly sales report to send to HQ Japan.
- Help management in forthcoming products and discuss on special promotions.
- Responsible for coordinating with CFT for complete project execution.
- Manage dispatch plan & do the follow-up for adherence of the same.
- Updated dispatch plan & total order status as per customer priority basis.
- Maintaining data like month wise order Vs sale report.
- Maintaining data like Customer annual forecast Vs order.
- Responsible for all the related documents as per IATF 16949 2016
- Responsible for all audit conducted related to Development.
- Making APQP documents, Timeline plan for product development activities
- Action plan preparation against observation at development time

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Company Description