



PR/110512 | Assistant Manager - Admin / Sales Support

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1600935

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 7th, 2026 10:17

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

Job Description:**Job Designation:** Assistant Manager - Admin/Sales Support**Job Location:** Bangalore**Educational Qualification:** Bachelor's or Master's in any field**Job Responsibilities:**

- Handle incoming and outgoing phone calls and general correspondence.
- Coordinate travel arrangements, ticket bookings, and other administrative requirements.
- Provide general clerical and administrative support to management and team members.
- Assist in preparing quotations, sales-related documents, and reports.

- Support customer and agent management activities, including communication, follow-up, and coordination.
- Coordinate with customers, distributors, and internal stakeholders to ensure smooth business operations.

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Company Description