



PR/110525 | Sales / AM

Job Information

Recruiter

JAC Recruitment India

Job ID

1602469

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 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 Title - Sales Support/AM

Location - Gurgaon

Primary Responsibility

- Delivery schedule management
- Invoice issuance
- Quotation preparation
- Client communication via email and phone
- (Plus) Administrative tasks if required

Requirements

- Bachelor's degree or Above
- 2-5 years of experience in Sales support/Sales operations
- Should be proactive

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