



PR/110574 | Administration & Sales Support

Job Information

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

1603174

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities

Sales Support

- Handle trade-related documentation and operations.
- Manage customs clearance processes.
- Issue invoices and manage order processing.

Administration

- Communicate with government authorities and regulatory bodies.
- Handle payment-related operations.
- Coordinate with external accounting and consulting firms.

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Company Description