



PR/110602 | Admin & Sales Support

Job Information

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

1604952

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

About the role

The Sales Support Coordinator role offers an excellent opportunity to work closely with a Japanese sales representative while supporting a growing volume of business activities and visitor engagements. This position plays an important role in facilitating communication, coordinating support activities, and contributing to the smooth operation of the sales function.

Responsibilities

- Provide day-to-day support to a Japanese sales representative.
- Assist with sales support activities to help ensure effective business operations.
- Coordinate and support business visitors from Japan.
- Facilitate communication and administrative support related to sales activities.
- Collaborate with internal stakeholders to support business needs and visitor engagements.
- Contribute to the efficient execution of activities involving visiting personnel from Japan.

Requirements

- Experience in a support or coordination role related to business operations or sales activities.
- Strong communication and interpersonal skills.
- Ability to work effectively with Japanese and local stakeholders.
- Organised and proactive approach to managing multiple tasks.
- Ability to support visiting business representatives and coordinate related activities.
- Tamil or Telugu language skills would be advantageous.

About the company

A company in the precision die-casting manufacturing industry, this organisation is committed to delivering high-quality manufacturing solutions and maintaining strong relationships with its customers and business partners. Operating within an international environment, the company values collaboration, effective communication, and operational excellence.

Note: This job advertisement is provisional and based on limited information provided in the job description. Additional responsibilities, requirements, and company details may be refined as further information becomes available.

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Company Description