



PR/110609 | Sales Support / Coordinator

Job Information

Recruiter

JAC Recruitment India

Job ID

1605551

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 4th, 2026 10:50

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

Company overview-

It is a Japanese manufacturing and trading company of industrial equipment and components founded in 1956. The company focuses on energy-saving and labor-saving technologies for manufacturing and industrial applications.

Job Overview-

It is a sales support/coordinator role that will focus on preparing quotes, invoices and coordinating with teams and customers to ensure smooth operations.

Job Responsibilities-

1. Sales support tasks
2. Responding to enquiry emails and phone calls.
3. Quoting tasks for agents
4. Responding to simple product enquiries.

5. Make purchase orders, issue invoices, etc.

Job Requirements-

1. Should have prior experience working with Tally.
2. Graduation required (Any)

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Company Description