

PR/110622 | Sales Support / Sales coordinator

Job Information

Recruiter
JAC Recruitment India

Job ID
1607106

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
October 20th, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position – Sales Support/ Sales coordinator {Gurgaon}

Experience & Skill – 3-5 yrs

Qualification: Graduate

About the Company:
A leading global company in the Trading industry, headquartered in Japan. The organization provides services including Steel, Plastic, Machinery etc.

Responsibilities:

- Relevant experience in sales support activities like import export etc.
- Back office inside sales function

- Experience in preparing quotations, invoices, etc.
- Experience with ERP system (Microsoft is prefarable)
- Well acquainted with Tally.
- Well conversant in Microsoft programs – Word, Excel, PowerPoint etc.
- Should know how to prepare commercial documents like PO, Invoice, PL, MIS sheet etc.
- Should possess good & clear communication
- Qualification-Graduate

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Company Description