



PR/110725 | Sales Corrdinator

Job Information

Recruiter

JAC Recruitment India

Job ID

1611332

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 07:00

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

Company Overview: One of the Indian Japanese multinational • A global leading manufacturer in environmental testing.

Job Overview: A Sales Asst Marekting Executive

Proficiency in Microsoft Office applications, especially Excel, PowerPoint, and Outlook.

- Basic knowledge of CRM systems is preferred.

Job Responsibilities:

- Prepare quotations and sales documentation
- Follow up on customer purchase orders and order status
- Maintain CRM records and ensure data accuracy
- Track customer payments and support collection follow-up activities
- Handle order processing and customer communication
- Maintain sales data and reporting
- Support distributors and internal sales team
- Coordinate with logistics and service teams for order fulfillment
- Support the growth and operational development of ESPEC India in a start-up environment

Job Requirement:

- Qualification: Graduate / Diploma
- Experience: 2-4 year

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Company Description