



## PR/110749 | Sales Coordinator

### Job Information

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

1612747

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

September 15th, 2026 10:22

### 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

#### Job Overview-

This role is mainly responsible for supporting sales, coordinating with customers and vendors, maintaining records, preparing reports, and ensuring smooth day-to-day operations.

#### Job Responsibilities-

1. Sales Support & Customer Communication
  - Respond to customer inquiries.
  - Prepare quotations and get approvals.
  - Send offers to customers and follow up.

- Track orders and payment collections.
- Keep customers updated on delivery and work status via phone and email.

## 2. Administration & Customer Relations

- Handle customer calls and queries professionally.
- Maintain files, records, and databases.
- Coordinate material orders with vendors.
- Track purchase orders (POs).
- Manage spare parts and repair inventory.
- Share delivery updates with customers.
- Build and maintain strong customer relationships.
- Update product price lists.
- Support the sales team in finding and managing customers.
- Coordinate between different departments and escalate issues when needed.

## 3. Reports, MIS & Business Intelligence

- Prepare weekly and monthly reports such as:
  - Enquiry reports
  - Spare parts sales reports
  - AMC (Annual Maintenance Contract) reports
- Maintain AMC schedules and act as the single point of contact for AMC customers.
- Track competitor activities and share important updates with management.
- Provide timely business updates and escalations.

## 4. CRM & Feedback Management

- Ensure daily CRM updates.
- Collect and compile customer feedback.
- Record and circulate Minutes of Meeting (MoM).
- Follow up on action items and deadlines.

## 5. Compliance

- Ensure company processes and policies are followed.
- Support employee retention and manage attrition-related activities.

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## Company Description