



PR/110785 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment India

Job ID

1614194

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:32

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 trading & engineering solutions company focused on industrial machinery, automation, and factory solutions across sectors like automotive, pharma, electronics (SMT), and manufacturing.

Job Overview-

It is a Sales Coordinator role majorly into assisting the sales team, to prepare quotations, proposals, etc. To maintain and update sales records and customer databases.

Job Responsibilities-

- Assist the sales team with preparing quotations, proposals, and presentations.
- Prepare SCOs - coordination with Sales teams.
- Maintain and update sales records, CRM/Ariba systems, and customer databases.
- Track sales orders, delivery schedules, and ensure timely invoicing, Payment follow up with customers.
- Coordinate with internal departments (finance, logistics, operations) to ensure seamless order processing.
- Prepare regular sales reports and performance dashboards for management review.
- Support marketing campaigns, events, and promotional activities as needed.

Job Requirements-

1. Proven experience in sales coordination approximately 1-3 years.
2. Good communication and coordination skills
3. Proficiency in MS Office, Excel and CRM software.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description