



PR/110811 | Sales Executive / Business Development Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1614592

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:35

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Designation- Sales Executive / Business Development Executive

Location- Mumbai

Job Responsibility-

- Generate, qualify, and follow up on sales leads and business opportunities
- Prepare and track quotations, samples, and customer inquiries.
- Coordinate with suppliers regarding pricing, technical documentation, and delivery schedules.
- Support customer visits, presentations, product discussions, and business reviews.
- Maintain CRM records, sales reports, opportunity pipelines, and forecast data.
- Assist in resolving customer concerns and ensuring smooth execution of orders.
- Conduct market research and monitor industry and competitor developments.
- Gather market intelligence and customer feedback for business development initiatives
- Coordinate with suppliers on pricing, inventory availability, and shipment status.
- Review and respond to customer inquiries and correspondence.
- Prepare quotation requests and internal sales reports

- Coordinate with suppliers on pricing, inventory availability, and shipment status.
- Gather market intelligence and customer feedback for business development initiatives.

Required Skills-

- Proficiency in Microsoft Office applications, particularly Excel, PowerPoint, Outlook, and Teams.
- Customer Relationship Management
- Communication and Presentation Skills
- Negotiation and Follow-up Skills
- Market Research and Business Analysis
- Organizational and Time Management Skills
- Team Collaboration and Coordination

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Company Description