



PR/110823 | Japanese-Speaking Sales Assistant / Business Development Coordinator | Bangalore

Job Information

Recruiter

JAC Recruitment India

Job ID

1616177

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:44

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

- Sales administration and project tracking
- Customer communication with Japanese clients
- Meeting coordination and minutes preparation
- Translation and interpretation support (Japanese ↔ English)
- Preparation of proposals, reports, and presentation materials
- Coordination with internal departments and external stakeholders
- Support for Japanese expatriate staff and business operations

Requirements

- Japanese language proficiency (JLPT N2 or above preferred)

- Business-level English communication skills
- Experience in sales support, coordination, administration, customer service, or translation/interpretation is a plus
- Strong communication and organizational skills
- Interest in working with a Japanese company in a multicultural environment

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Company Description