

PR/110891 | Executive- Sales Support

Job Information

Recruiter
JAC Recruitment India

Job ID
1621242

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 11:03

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Designation-Executive- Sales Support

Location- Gurgaon

General Skill: ➢ Strong English communication, professional attitude, senior-stakeholder confidence and willingness to travel in India or overseas.

Job Knowledge:

➢ Coordinate forecasts, inventory, POs, production, materials and shipments with customers and factories.

➢ Review orders, manage logistics and ensure accurate, on-time delivery. ➢ Prepare quotations, pricing, contracts, COC, SDS, evaluations and customer documents.

➢ Track sales and shipments; maintain reports, receivables and quarterly price lists.

➢ Support customer visits, exhibitions, overseas visitors and supply-chain coordination.

➢ Resolve commercial, quality, delivery and technical issues with internal teams.

➢ Manage the sales cycle through evaluation, negotiation, qualification and mass production.

➢ Use Excel, PowerPoint and CRM tools for analysis, reporting and customer management.

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Company Description