

PR/110938 | Business Development Coordinator

Job Information

Recruiter
JAC Recruitment India

Job ID
1623400

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:30

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position
Business Development Coordinator - Japanese Key Clients
Department: Business Development
Location: Chhatrapati Sambhajinagar
Experience: 3-7 Years
Employment Type: Full-Time
Working Days: 5 Days a Week
Working Hours: 9:00 AM - 6:00 PM

Key ResponsibilitiesBusiness Development & Sales Coordination

- Support business development activities for Japanese multinational clients.
- Track sales opportunities, project progress, action items, and deadlines.
- Coordinate client meetings, business visits, and online discussions.
- Follow up on customer requirements and ensure timely internal coordination.

Client Communication
- Interact with Japanese clients and internal stakeholders.
- Attend customer meetings and prepare meeting minutes (MOMs).
- Follow up on discussion points and customer requests.
- Act as a bridge between customers and internal teams.

Documentation & Reporting
- Prepare reports, presentations, proposals, and business documents.
- Maintain project trackers, schedules, and customer databases.
- Support quotation preparation and contract-related documentation.
- Update project information in internal systems using Excel and reporting tools.

Internal Coordination
- Coordinate with Design, Construction, Estimation, Legal, Administration, and other departments.
- Support Japanese expatriate team members with scheduling and business coordination.
- Assist in managing business travel arrangements and internal meetings.

Required Qualifications
- Bachelor's Degree in Business Administration, Engineering, Commerce, Marketing, or related field.
- 3-7 years of experience in:
    - Sales Coordination
    - Project Coordination
    - Sales Administration
    - Business Development Support
    - Customer Support Functions
- Strong communication and stakeholder management skills.

Preferred Experience
- Experience working with Japanese companies or Japanese clients.
- Exposure to Construction, EPC, Industrial Projects, Manufacturing, or Infrastructure industries.
- Experience supporting multiple stakeholders and cross-functional teams.
- Knowledge of Japanese business culture will be an added advantage.

Technical Skills
- Advanced Microsoft Excel
- Microsoft PowerPoint
- Microsoft Teams
- Report Writing
- Meeting Minute Preparation
- Presentation & Documentation Skills

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