



PR/109157 | Sales Assistant

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1548564

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年07月08日 16:45

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Experience: 3-5 years

Location: Faridabad (Will be shifting to Palwal)

Responsibilities:

Import/Export Operation Management

- Oversee and manage all import and export activities.
- Ensure compliance with international trade regulations.
- Coordinate with customs brokers and freight forwarders.

Support for Sales Account Manager (AM)

- Assist Sales AM in managing client accounts.
- Prepare sales reports and presentations.
- Handle customer inquiries and provide timely responses.

Issue Invoices

- Generate and issue invoices to clients.
- Ensure accuracy and completeness of billing information.
- Follow up on outstanding payments.

Documentation Work

- Maintain and organize all relevant documentation.
- Prepare and file necessary paperwork for import/export activities.
- Ensure all records are up-to-date and easily accessible.

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会社説明