



PR/109729 | Sales - Admin

#### 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

1559897

業種

その他（商社）

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

2026年01月06日 01:00

#### 応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

##### Job Roles and Responsibilities:

- Co-ordination and arrangement to establish good relation with customers to preserve reputation of Company's products
- Order input and delivery adjustment
- Arrangement with Purchasing Department / production factory etc
- Handles customers' inquiry
- Issue quotation to customers
- Process customer purchase orders
- Handles customers' request for delivery
- Issue billings to customers
- Maintain proper filing of documents
- Participate in department and corporate activities
- Able to support other general admin work

##### Job Requirement:

Minimum Diploma/Degree with 2 year of experience in Administration or other relevant professional certificates

- Freshers are welcome too
- Proficient in Microsoft office
- Able to work independently with minimum supervision
- Meticulous, possess good interpersonal skills with pleasant disposition, and adapts well to a fast paced environment

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会社説明