



PR/110226 | Sales Coordinator - Executive

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

1585865

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

2026年04月21日 09:00

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

日常会話レベル

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

- Coordinate customer orders including sample requests and mass production requirements.
- Plan, manage, and adjust delivery schedules and forecasts in coordination with customers, factory, head office, and overseas group companies.
- Prepare and share customer invoices after delivery.
- Issue quotations and price revisions as instructed and follow up on customer purchase orders.
- Update pricing information internally and coordinate with relevant factory stakeholders.
- Follow up on customer accounts receivable to ensure timely payments.
- Track monthly sales performance against forecasts and budgets.
- Prepare sales orders in ERP systems and coordinate with the factory for execution.

- Maintain and update sales forecasts and actuals in FBX software.
- Prepare sales, production, and performance reports (including MarkLines data).
- Maintain IATF-related documentation, including customer satisfaction surveys.
- Issue sales commission invoices to sister companies, as applicable.
- Perform additional sales-related tasks as assigned based on business needs.

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>

会社説明