



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06月02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.

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会社説明