



PR/110602 | Admin & Sales Support

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

1604952

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08月11日 02:00

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

ビジネス会話レベル

日本語レベル

日常会話レベル

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

About the role

The Sales Support Coordinator role offers an excellent opportunity to work closely with a Japanese sales representative while supporting a growing volume of business activities and visitor engagements. This position plays an important role in facilitating communication, coordinating support activities, and contributing to the smooth operation of the sales function.

Responsibilities

- Provide day-to-day support to a Japanese sales representative.
- Assist with sales support activities to help ensure effective business operations.
- Coordinate and support business visitors from Japan.
- Facilitate communication and administrative support related to sales activities.
- Collaborate with internal stakeholders to support business needs and visitor engagements.
- Contribute to the efficient execution of activities involving visiting personnel from Japan.

Requirements

- Experience in a support or coordination role related to business operations or sales activities.
- Strong communication and interpersonal skills.
- Ability to work effectively with Japanese and local stakeholders.
- Organised and proactive approach to managing multiple tasks.
- Ability to support visiting business representatives and coordinate related activities.
- Tamil or Telugu language skills would be advantageous.

About the company

A company in the precision die-casting manufacturing industry, this organisation is committed to delivering high-quality manufacturing solutions and maintaining strong relationships with its customers and business partners. Operating within an international environment, the company values collaboration, effective communication, and operational excellence.

Note: This job advertisement is provisional and based on limited information provided in the job description. Additional responsibilities, requirements, and company details may be refined as further information becomes available.

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会社説明