



PR/110609 | Sales Support / Coordinator

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

1605551

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08月18日 05:00

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

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

Company overview-

It is a Japanese manufacturing and trading company of industrial equipment and components founded in 1956. The company focuses on energy-saving and labor-saving technologies for manufacturing and industrial applications.

Job Overview-

It is a sales support/coordinator role that will focus on preparing quotes, invoices and coordinating with teams and customers to ensure smooth operations.

Job Responsibilities-

1. Sales support tasks
2. Responding to enquiry emails and phone calls.
3. Quoting tasks for agents
4. Responding to simple product enquiries.

5. Make purchase orders, issue invoices, etc.

Job Requirements-

1. Should have prior experience working with Tally.
2. Graduation required (Any)

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会社説明