

PR/110622 | Sales Support / Sales 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
1607106

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11月03日 15:00

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
流暢レベル

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

Position – Sales Support/ Sales coordinator {Gurgaon}

Experience & Skill – 3-5 yrs

Qualification: Graduate

About the Company:
A leading global company in the Trading industry, headquartered in Japan. The organization provides services including Steel, Plastic, Machinery etc.

Responsibilities:

- Relevant experience in sales support activities like import export etc.
- Back office inside sales function

- Experience in preparing quotations, invoices, etc.
- Experience with ERP system (Microsoft is prefarable)
- Well acquainted with Tally.
- Well conversant in Microsoft programs – Word, Excel, PowerPoint etc.
- Should know how to prepare commercial documents like PO, Invoice, PL, MIS sheet etc.
- Should possess good & clear communication
- Qualification-Graduate

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会社説明