



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08月25日 06:00

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

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 preferable)
- 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