



PR/110725 | Sales Corrdinator

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

1611332

業種

自動車・自動車部品

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年09月22日 07:00

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: One of the Indian Japanese multinational • A global leading manufacturer in environmental testing.

Job Overview: A Sales Asst Marekting Executive

Proficiency in Microsoft Office applications, especially Excel, PowerPoint, and Outlook.

• Basic knowledge of CRM systems is preferred.

Job Responsibilities:

- Prepare quotations and sales documentation
- Follow up on customer purchase orders and order status
- Maintain CRM records and ensure data accuracy
- Track customer payments and support collection follow-up activities
- Handle order processing and customer communication
- Maintain sales data and reporting
- Support distributors and internal sales team
- Coordinate with logistics and service teams for order fulfillment
- Support the growth and operational development of ESPEC India in a start-up environment

Job Requirement:

- Qualification: Graduate / Diploma
- Experience: 2-4 year

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会社説明