



PR/110749 | 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

1612747

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09月29日 09:00

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

Job Overview-

This role is mainly responsible for supporting sales, coordinating with customers and vendors, maintaining records, preparing reports, and ensuring smooth day-to-day operations.

Job Responsibilities-

1. Sales Support & Customer Communication
 - Respond to customer inquiries.
 - Prepare quotations and get approvals.
 - Send offers to customers and follow up.

- Track orders and payment collections.
- Keep customers updated on delivery and work status via phone and email.

2. Administration & Customer Relations

- Handle customer calls and queries professionally.
- Maintain files, records, and databases.
- Coordinate material orders with vendors.
- Track purchase orders (POs).
- Manage spare parts and repair inventory.
- Share delivery updates with customers.
- Build and maintain strong customer relationships.
- Update product price lists.
- Support the sales team in finding and managing customers.
- Coordinate between different departments and escalate issues when needed.

3. Reports, MIS & Business Intelligence

- Prepare weekly and monthly reports such as:
 - Enquiry reports
 - Spare parts sales reports
 - AMC (Annual Maintenance Contract) reports
- Maintain AMC schedules and act as the single point of contact for AMC customers.
- Track competitor activities and share important updates with management.
- Provide timely business updates and escalations.

4. CRM & Feedback Management

- Ensure daily CRM updates.
- Collect and compile customer feedback.
- Record and circulate Minutes of Meeting (MoM).
- Follow up on action items and deadlines.

5. Compliance

- Ensure company processes and policies are followed.
- Support employee retention and manage attrition-related activities.

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