



PR/110785 | 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

1614194

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22日 10:32

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 trading & engineering solutions company focused on industrial machinery, automation, and factory solutions across sectors like automotive, pharma, electronics (SMT), and manufacturing.

Job Overview-

It is a Sales Coordinator role majorly into assisting the sales team, to prepare quotations, proposals, etc. To maintain and update sales records and customer databases.

Job Responsibilities-

- Assist the sales team with preparing quotations, proposals, and presentations.
- Prepare SCOs - coordination with Sales teams.
- Maintain and update sales records, CRM/Ariba systems, and customer databases.
- Track sales orders, delivery schedules, and ensure timely invoicing, Payment follow up with customers.
- Coordinate with internal departments (finance, logistics, operations) to ensure seamless order processing.
- Prepare regular sales reports and performance dashboards for management review.
- Support marketing campaigns, events, and promotional activities as needed.

Job Requirements-

1. Proven experience in sales coordination approximately 1-3 years.
2. Good communication and coordination skills
3. Proficiency in MS Office, Excel and CRM software.

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会社説明