

PR/110938 | Business Development 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
1623400

業種
土木

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17日 10:30

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
基礎会話レベル

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

Position
Business Development Coordinator - Japanese Key Clients
Department: Business Development
Location: Chhatrapati Sambhajinagar
Experience: 3-7 Years
Employment Type: Full-Time
Working Days: 5 Days a Week
Working Hours: 9:00 AM - 6:00 PM

Key ResponsibilitiesBusiness Development & Sales Coordination

- Support business development activities for Japanese multinational clients.
- Track sales opportunities, project progress, action items, and deadlines.
- Coordinate client meetings, business visits, and online discussions.
- Follow up on customer requirements and ensure timely internal coordination.

Client Communication
- Interact with Japanese clients and internal stakeholders.
- Attend customer meetings and prepare meeting minutes (MOMs).
- Follow up on discussion points and customer requests.
- Act as a bridge between customers and internal teams.

Documentation & Reporting
- Prepare reports, presentations, proposals, and business documents.
- Maintain project trackers, schedules, and customer databases.
- Support quotation preparation and contract-related documentation.
- Update project information in internal systems using Excel and reporting tools.

Internal Coordination
- Coordinate with Design, Construction, Estimation, Legal, Administration, and other departments.
- Support Japanese expatriate team members with scheduling and business coordination.
- Assist in managing business travel arrangements and internal meetings.

Required Qualifications
- Bachelor's Degree in Business Administration, Engineering, Commerce, Marketing, or related field.
- 3-7 years of experience in:
    - Sales Coordination
    - Project Coordination
    - Sales Administration
    - Business Development Support
    - Customer Support Functions
- Strong communication and stakeholder management skills.

Preferred Experience
- Experience working with Japanese companies or Japanese clients.
- Exposure to Construction, EPC, Industrial Projects, Manufacturing, or Infrastructure industries.
- Experience supporting multiple stakeholders and cross-functional teams.
- Knowledge of Japanese business culture will be an added advantage.

Technical Skills
- Advanced Microsoft Excel
- Microsoft PowerPoint
- Microsoft Teams
- Report Writing
- Meeting Minute Preparation
- Presentation & Documentation Skills

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明