



PR/108827 | Sales Administrator (Bangalore)

Job Information

Recruiter

JAC Recruitment India

Job ID

1511103

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 17th, 2024 12:46

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Excited to join a dynamic team in a prestigious Japanese MNC and ready to make an impact? Apply now !

Role: Sales Administrator

Location: Bangalore

Responsibilities

- **Co-ordination and Customer Relations :** Establish and maintain good relations with customers to preserve the company's product reputation.
- **Order Management:** Handle order input and delivery adjustments.
- **Internal Arrangement:** Coordinate with the Purchasing Department and production factory.
- **Customer Inquiry Handling :** Respond to customer inquiries.
- **Quotation Management:** Issue quotations to customers.

- **Order Processing:** Process customer purchase orders.
- **Delivery Requests:** Manage customer delivery requests.
- **Billing:** Issue billing to customers.
- **Document Filing:** Maintain proper filing of documents.
- **Departmental Activities:** Participate in departmental and corporate activities.
- **Administrative Support:** Provide general administrative support as needed.

Requirements

- **Education:** Minimum Diploma/Degree in Administration or relevant professional certificates.
- **Experience:** At least 2 years of experience in administration; freshers are welcome to apply.
- **Skills:**
 - Proficient in Microsoft Office.
 - Able to work independently with minimal supervision.
 - Meticulous with good interpersonal skills.
 - Pleasant disposition and able to adapt to a fast-paced environment.

Company Description