



## PR/108649 | Admin & Sales Assistant

### Job Information

**Recruiter**
[JAC Recruitment India](#)
**Job ID**

1513686

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

April 1st, 2025 02:00

### 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

Educational Qualification: Any Graduate

Experience (in years): Minimum 5 Years

Primary Purpose:

Coordinate with Forwarders/CHAs for shipment documentation and checklist approvals, as well as for organizing vendor invoices by shipment.

Develop and maintain filing systems to store shipment records, prepare them by shipment, and provide financial information to the finance department.

Responsibilities:

Working Days & Time:

Sales Coordinator is required to manage the customer orders, coordination with supplier for delivery, coordination with shipping line and custom clearance of material, arrange documentation for import/export, local warehouse stock reconciliation, insurance claim.

Must have English and Hindi Language

### Company Description