



PR/108879 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment India

Job ID

1513800

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 01:00

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

Position: Sales Coordinator

Location: Gurgaon

Gender: Male/Female

Age: 30-40 years

Qualification: Graduate

Responsibilities:

- Check inventories and report to sales division
- Order management
- Manage shipping processes
- Manage shipping schedule
- Shipping (About 10-time shipping per month)
- Import
- Inventory management
- Maintaining documentation and keeping accurate records

