



PR/108928 | Sales Coordinator (Gurgaon)

#### Job Information

**Recruiter**

[JAC Recruitment India](#)

**Job ID**

1514478

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

January 21st, 2025 14:00

#### 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

Having 3~4 yrs experience in preparing Quotation, Invoicing, Stock Management, MIS.

Import/Export documentation knowledge is required

Knowledge of Accounting.

Good Communication skills

Experience in Japanese company is additional

#### Company Description