



## PR/109077 | Senior Executive- Sales and Marketing

### Job Information

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

1522327

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

April 15th, 2025 18:00

### 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

**Job Title:** Senior Executive**Location:** Gurugram, Haryana, India**Job Summary:**

We are seeking a highly motivated and experienced Senior Executive to join a dynamic team. The ideal candidate will support day-to-day operations, manage data, collect and analyze information, and assist in administrative tasks. The Senior Executive will also be responsible for handling supplies and dispatches to various customers and supporting the manager in achieving operational efficiency.

**Key Responsibilities:**

- **Team Support:**
  - Assist the team with day-to-day tasks and ensure smooth workflow.

- Act as a liaison between different departments to coordinate activities.
- **Data Handling:**
  - Collect, organize, and analyze data to support decision-making processes.
  - Maintain and update databases with accurate and timely information.
- **Information Collection:**
  - Research and gather competitor and OEM data to stay updated with industry trends.
  - Compile and present findings in a clear and concise manner.
- **Customer Visits:**
  - Plan and execute customer visits to understand their needs and gather feedback.
  - Develop and maintain strong relationships with customers.
- **Administrative Tasks:**
  - Maintain records, prepare reports, and manage documents efficiently.
  - Ensure all administrative activities are carried out accurately and promptly.
- **Supply and Dispatch Management:**
  - Assist the manager in overseeing supplies and dispatches to various customers.
  - Coordinate with logistics to ensure timely and accurate delivery of products.

**Qualifications:**

- Bachelor's degree in Business Administration or a related field.
- Proven experience in a similar role, preferably in the [industry].
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Attention to detail and problem-solving skills.

Feel free to customize this JD further to fit your specific needs and organizational requirements. If you need any additional details or adjustments, just let me know!

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**Company Description**