



PR/109102 | Sales Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1522346

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 05:00

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 Summary:

We are seeking a proactive and dynamic Sales Executive to join our team. The ideal candidate will be responsible for coordinating customer orders, managing sales duties, and preparing necessary documentation. This role requires excellent communication skills, attention to detail, and the ability to work collaboratively with various departments.

Key Responsibilities:Coordination for Customer Orders:

- Respond to customer inquiries regarding samples and mass production products.
- Arrange and manage customer delivery schedules and forecasts.
- Coordinate delivery adjustments with customers, DSSI factory, Daicel head office, and other overseas sister companies.
- Share invoices with customers post-delivery.

Estimation and Documentation for Mass Production Products:

- Issue price revisions as instructed by superiors and follow up for customer Purchase Orders (PO).
- Prepare and issue quotations to customers.
- Update relevant factory members on price changes.
- Follow up with customers for account receivables.

Sales Duty Management:

- Analyze and record monthly sales actuals against forecasts and budgets.
- Prepare sales orders in ERP and communicate with the factory.
- Input sales forecasts and actual sales in FBX software monthly.
- Prepare and update documents based on IATF requirements, including customer satisfaction surveys.
- Prepare monthly sales reports and present them to superiors.
- Prepare sales and production reports based on Marklines.
- Issue sales commission invoices to sister companies.
- Handle other duties assigned by the sales department as needed.

Qualifications:

- Bachelor's degree in Business Administration, Marketing, or a related field.
- Proven experience in sales, preferably within a similar industry.
- Strong communication and interpersonal skills.
- Proficient in Microsoft Office Suite and ERP systems.
- Ability to work independently and as part of a team.
- Excellent organizational and multitasking abilities.

If you are a motivated individual with a passion for sales and customer service, we invite you to apply for this exciting opportunity. Join our team and contribute to our success!

Company Description