



PR/109157 | Sales Assistant

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1525440

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 09:01

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

Experience: 3-5 years

Location: Faridabad (Will be shifting to Palwal)

Responsibilities:

Import/Export Operation Management

- Oversee and manage all import and export activities.
- Ensure compliance with international trade regulations.
- Coordinate with customs brokers and freight forwarders.

Support for Sales Account Manager (AM)

- Assist Sales AM in managing client accounts.
- Prepare sales reports and presentations.
- Handle customer inquiries and provide timely responses.

Issue Invoices

- Generate and issue invoices to clients.
- Ensure accuracy and completeness of billing information.
- Follow up on outstanding payments.

Documentation Work

- Maintain and organize all relevant documentation.
- Prepare and file necessary paperwork for import/export activities.
- Ensure all records are up-to-date and easily accessible.

Company Description