



PR/109077 | Senior Executive- Sales and Marketing

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1522327

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年04月01日 05:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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!

会社説明