



## Sales Analyst

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Hiring Company**

British Automobile Company

**Job ID**

1457480

**Industry**

Automobile and Parts

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Shinagawa-ku

**Salary**

Negotiable, based on experience

**Refreshed**

November 11th, 2024 02:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**[JOB RESPONSIBILITIES]**

You will be in charge of sales performance management for each dealer, vehicle registration of OUV (company-owned vehicle), and related document management. Example:

- Wholesale OUV inventory data management and update
- Preparation for wholesale auctions and guidance to dealers
- Support for preparation of written approval and application

- Preparation and shipping of purchase orders for wholesale dealers
- Arranging and shipping of name change documents
- Name change management for wholesale vehicles
- Responding to inquiries from wholesale dealers
- Sales management

**[REQUIREMENTS]**

- Intermediate Microsoft Office skills (basic functions, pivot tables, Excel skills such as Vlookup)
- Experience creating presentation materials in PowerPoint
- 3+ years of work experience such as sales performance management and analysis
- Knowledge in the automotive industry is a plus
- English proficiency (intermediate level), especially those who can communicate in English (e-mail, etc.)
- Ordinary car driver's license
- Those who have high administrative processing ability
- Those who can communicate in English (email)
- Those who can think for themselves and carry out their duties

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Company Description