



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

March 3rd, 2025 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

Company Description