



Sales & Operations Manager

Job Information

Hiring Company

[SEKIGUCHI Corporation.](#)

Job ID

1480603

Industry

Other (Distribution, Retail, Logistics)

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Guam

Salary

7.5 million yen ~ 10 million yen

Work Hours

8:00am to 5:00pm (1 hour lunch break), Monday through Friday

Holidays

Full weekends off (Saturday* and Sunday)

Refreshed

September 5th, 2024 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

Learn new skills and work with a fun team on a beautiful tropical island!

Company Description

The Island King Imports, established in 2007, is one of Guam's premier wholesale and distribution companies. We import and distribute a wide variety of grocery and snack food products and our distribution network covers Guam's local, military and tourist markets. We are also the brand creator and owner of GUAM1, Guam's most popular beer brand, and exclusive agent

for Koikeya Japan. Our team is a fun, hard-working group of individuals who enjoy meeting goals and keeping our customers happy.

Summary

You will be overseeing daily operations including sales, delivery, merchandising and administration. Sales will be performed at certain key accounts.

Job Description

Sales and Operations Manager

- Work closely with Officer Manager to manage daily operations and coordinate sales team, delivery team & merchandising team.
- Conduct sales at certain key accounts (Navy Exchange, Don Don Donki, K-Mart, ABC Stores).
- Oversee office & warehouse administration including file maintenance, inventory management and control.
- Oversee Accounts Receivable and Payroll.
- Conduct weekly meetings with Owner to create weekly and monthly agendas.
- Review sales reports and conduct promotions and new item submissions.

Career Path

For your 3 month probation period you will be trained by the Office Manager and Owner, after which you will be expected to conduct key account sales solo. For the next six months you will continue to be trained mainly by the Office Manager, after which time you will be expected to handle the majority of your duties autonomously. After the first year of employment post-probation you will be considered eligible for potential promotion to company General Manager.

Required Skills

Required Skills

Desirable Skills: Sales experience in a retail/wholesale environment; Quickbooks accounting software; Microsoft Office proficiency; accounting knowledge; physically fit. Necessary Skills: Customer service; impeccable attention to detail; problem-solving skills

Salary : MIN750-MAX1000

Moving cost of USD\$5,000 will be provided to assist successful candidate in relocation to Guam (to be refunded if at least 12 months employment, after 3 months probation, is not completed).

Salary Bonuses: Bonus paid on top of indicated Salary

Salary Commission: Undisclosed

Work Location

GUAM, The United States of America

Postcode : 9691

City : Tamuning

*5 minutes from the Guam International Airport, 5 minutes from Tumon, the major hotel district. 2 minutes from Guam

Premier Outlet shopping mall and 2 minutes from Don Don Donki.

Work Hours

8:00am to 5:00pm (1 hour lunch break), Monday through Friday; Overtime as necessary and occasional (approximately once per month) Saturday. *

Holidays

- Full weekends off (Saturday* and Sunday)
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Paid Time Off (PTO) 5 days per year after the first 12 months of employment, after 3 months probation, is completed.

Benefits and Allowances

- Salary increase-review twice a year
- All business related vehicle gas money paid
- Medical insurance covered 68%
- 401k plan available ● Employee discounts ● 50% of housing allowance paid up to \$600/month ● Cellphone provided ● Visa sponsored under the condition that 50% is paid up front by successful candidate and the company will reimburse at the end of the visa's specific term (eg. 3 years for H1-B, 1 year for J-1, etc) and successful employment until the end of the same term.

Company Description