

# CBRE

Sales Support Coordinator | 不動産関連における営業事務 | 英語を活かした営業事務経験者歓迎！

商業用不動産サービスを強みとする【CBREの100%子会社】

## Job Information

### Hiring Company

CBRE CM Solutions K.K.

### Job ID

1496141

### Industry

Other (Real Estate, Construction)

### Company Type

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

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

3 million yen ~ 5 million yen

### Work Hours

9:00~17:30 (休憩60分)

### Holidays

完全週休2日制 (土日)、祝日

### Refreshed

November 11th, 2024 08:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level (Amount Used: English Only)

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

### 【募集要項 本ポジションの魅力】

- 多様な不動産案件に関わり、ビジネスをサポート
- グローバル企業の成長を支える専門的業務
- 英語力を活かし、国際的なプロジェクトで活躍

- 世界的不動産ソリューションのCBREの子会社

### Purpose of the role

The main feature of this role will be to offer support to the Japan Business Unit.  
The role is to provide support to the Business Development Manager and Senior Management team, ensuring the effective provision of administration support to the business unit, maintaining concise records and detail of CBRE's correspondence.

The Business Unit Sales Coordinator will be required to assist the Business Development Manager and Bid Manager in the development, writing and production of bespoke and winning tenders.

This role requires the ability to work under pressure and to demanding deadlines.

### ■Main duties and responsibilities

Sales Support Co-ordinator duties:

- Conduct customer research and due-diligence on prospects as required, creating an information pack
- identify, review, evaluate and understand the requirements of identified business opportunities and suggest successful strategies for response. This includes completing the New Bid Template
- Work closely with the Business Development Manager to manage tenders from initiation to submission. This may include phoning subcontractors to request quotes, helping labour load and build S1s
- To manage the contributions of others supporting the bid to ensure timely delivery of best quality responses
- Attendance at tender site visits, client meetings and preparation of presentations where necessary
- Work with the business development team to develop systems and procedures to improve the overall efficiency of sales process

### Nature of role

- Primarily office based and internally facing although there may be some meetings with clients, where appropriate.
- Out of hours work may be required to meet tight deadlines as set by customers.
- All work and opportunities are to be treated as highly confidential.
- Person Specification and Key Competencies

### 雇用形態

正社員

### 年収

年俸制 400万円～500万円  
基本給 33万円～

### 勤務地

東京都千代田区丸の内二丁目1番1号明治安田生命ビル17階  
最寄り駅 東京メトロ千代田線 二重橋前駅、山手線 東京駅 徒歩5分

### 就業時間

9:00～17:30(休憩時間 1時間00分)  
フレックスタイム制あり (コアタイム:10:00～16:00)  
※残業時間：月平均30時間以下

### 休日・休暇

完全週休2日制(土日)、祝日  
【有給休暇】10日  
【休暇制度】年末年始休暇、慶弔休暇

### 待遇・福利厚生

【保険制度】健康保険/厚生年金/雇用保険/労災保険  
交通費支給/退職金制度/確定拠出型年金制度/リロクラブ/研修制度(職種別・階層別研修)

### Required Skills

#### 応募必要条件

- 言語レベル：日本語 ネイティブレベル、英語ビジネスレベル以上
- 営業事務として業務経験3年以上(業界不問)
- Microsoft関連の操作経験がある方

#### 歓迎条件

- 不動産、建築といった近い業界での営業事務経験

### Company Description