



Operations and Sales Support Specialist | 営業事務・カスタマーサポート経験者歓迎

流暢レベル日本語（N2以上）の方歓迎します！

Job Information

Hiring Company

ScentAir Japan Limited

Job ID

1501211

Industry

Other

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

3.5 million yen ~ Negotiable, based on experience

Refreshed

November 19th, 2024 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

KEY TASKS & RESPONSIBILITIES

- Execute day-to-day shipment and delivery for planned on-site technical service and self-service customers to ensure accurate and timely delivery
- Input customer orders and conduct shipping validation in different systems
- Handle import declaration and duty payment
- Responsible for material return handling process and update in system
- Work with 3rd party logistics vendor closely on delivery, inventory management and quality control
- Conduct on-site stocktaking at 3rd party logistics facility and update accurate inventory record on regular basis
- Coordinate with Technical Services Representative and Sales team to ensure customer satisfaction
- Provide sales administration support to Sales Team
- Ad hoc projects and tasks assigned by Operations Director and Logistics & Planning Supervisor

セントエアーは、相応しい候補者に、競争力のある給与とボーナス、福利厚生、キャリア開発の機会を提供します。

ご興味のある方は、「今すぐ応募する」をクリックして、履歴書（最終/現在の給与、希望給与、および就業可能時期を記載）をお送りください。

香りマーケティングがビジネスの成長にもたらすものを理解する:

- 香りマーケティングの科学: <https://www.youtube.com/watch?v=4u6Efs43dF8>
- 実証済み:セントエアーは様々なビジネスの収益向上に貢献しています: <https://www.youtube.com/watch?v=Am9yw-J8KPA>

ScentAirは機会均等雇用主であり、すべての人のスキル、経験、視点が認められ、評価される多様で包括的な企業文化の創造と維持に努めています。私たちは、異なるアイデア・視点・背景が、より強力で創造的な職場環境を作り出し、より良い結果をもたらすと考えています。

応募書類は厳重に管理されます。ご提供いただいた個人情報は、採用目的のみに使用されます。最終選考に残った候補者のみに通知されます。

Required Skills

SKILLS & QUALIFICATIONS

- Diploma or above in sales, supply chain management or business administration
- 2 years experience in customer services and/or sales administration in Japan
- Experience working in a US MNC would be advantageous
- Well organized, service and people oriented
- Good problem-solving skill
- Sense of urgency and result driven
- Excellent team player and good communicator
- Self-starter with good initiative and able to handle multiple tasks simultaneously
- Experience in ERP & CRM systems would be advantageous
- Proficiency in Microsoft OS skills and knowledge
- Native Japanese or JLPT N2 above. Good command of spoken and written English is an advantage
- Immediate available preferred

Company Description