


[www.michaelpage.co.jp](http://www.michaelpage.co.jp)

## Commercial Support Specialist

### Commercial Support Specialist

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1515793

**Industry**

Machinery

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Refreshed**

January 16th, 2025 15:10

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

#### Job Description

We are seeking a proactive and detail-oriented Customer Support Specialist to assist our B2B sales team with administrative tasks, client inquiries, and process coordination. This role involves preparing quotes, managing CRM data, and ensuring seamless communication between clients and internal teams to drive sales efficiency.

#### Client Details

A global leader in industrial measurement technology, specializing in innovative solutions for pressure, temperature, and level measurement. With a strong presence in Japan, the company supports a wide range of industries by delivering high-quality products and reliable services tailored to meet local and global demands.

#### Description

- Provide comprehensive support to the sales team, including preparing quotations, contracts, and sales reports.
- Collaborate with the sales team to organize and prioritize sales activities, including scheduling meetings and preparing presentation materials.
- Monitor sales processes to ensure timely delivery of products and services to clients.
- Handle ad hoc administrative tasks to facilitate the sales team's efficiency.

## Job Offer

- Opportunities for career advancement, training, and skill development.
- Join a collaborative team with a supportive company culture.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

---

## Required Skills

- Experience in a sales support or administrative role
  - Strong proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
  - Excellent organizational and time-management skills, with the ability to prioritize tasks effectively.
  - Strong communication and interpersonal skills, with a customer-focused mindset.
- 

## Company Description

A global leader in industrial measurement technology, specializing in innovative solutions for pressure, temperature, and level measurement. With a strong presence in Japan, the company supports a wide range of industries by delivering high-quality products and reliable services tailored to meet local and global demands.