



## PR/117811 | Sales Administrator

### Job Information

**Recruiter**
[JAC Recruitment UK](#)
**Job ID**

1516303

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

February 18th, 2025 05:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**\*\*North England Opportunity\*\***

Our client is looking for a Japanese Speaking Sales Administrator to join their dynamic team.

Company: Japanese manufacturing company

Position: Sales Administrator

Location: Glasgow (Onsite)

Salary: Approximately £30,000

**Responsibilities:**

- Provide comprehensive administrative support direct to the Business Development Director and the rest of the Sales Team through the preparation and distribution of documents, presentations, data and reports etc.
- Issue meeting invites and agendas, and circulate other information as required
- Provide general administrative support to the Sales team
- Act as a first point of contact for meeting visitors to the office
- Book meeting rooms as required and set up appropriately with adequate refreshments and office equipment
- Work with the Office Administrator to monitor stationery levels and replenish stock as appropriate
- Assist the Office Administrator with essential office tasks, ensuring office equipment is working, and small appliances are clean and functioning
- Obtain quotes and approval for the ordering of office equipment by liaising with relevant departments (i.e. Finance, IT etc.)
- Liaise with the office landlord/manager and reception concerning all facilities and maintenance matters
- Manage the Business Development Director's schedule and organise meetings and appointments as required
- Organise and book travel, transport and accommodation and prepare travel itineraries for the Business Development Director's business travel
- Manage and collate the Business Development Director's expenses by ensuring appropriate paperwork and receipts are obtained and expense claims are submitted in a timely manner
- Cover the Office Administrator during periods of annual leave and support the Chairman with his schedule, travel arrangements and expenses
- Ad-hoc administrative tasks as required

**Requirements:**

- Fluent English, Japanese
- Proven experience in Administrative role
- Other skills: Word, Power point, Excel
- Eligible to work in UK without restriction

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK  
#cityglasgow

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Company Description