



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

January 21st, 2025 10:32

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

Company Description