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Sales Support - Global Industrial Company

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Job Information

Recruiter
[Michael Page](#)
Job ID

1516776

Industry

Machinery

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Refreshed

January 23rd, 2025 17:55

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

We are seeking a detail-oriented and proactive Sales Support professional to join our team in Tokyo. In this role, you will play a key part in ensuring the smooth operation of our sales processes and supporting the sales team.

Client Details

We are a global leader in fluid management solutions, dedicated to improving the efficiency and sustainability of industrial and life sciences processes. With a commitment to innovation, quality, and customer satisfaction, we provide cutting-edge technologies to meet the unique needs of our clients across diverse industries.

Description

- Collaborate with the sales team to prepare proposals, presentations, and sales documentation.
- Maintain and update customer information in the CRM system.
- Assist in coordinating sales activities, including scheduling meetings and events.
- Support inventory management and liaise with logistics teams to ensure product availability.
- Work closely with internal departments to improve workflows and enhance customer satisfaction.

Job Offer

- Flexible work arrangements to promote work-life balance.
- An opportunity to contribute to a world-leading organization that values sustainability and innovation.

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

- Proven experience in sales support, customer service, or a related field.
 - Strong organizational skills and attention to detail.
 - Excellent communication skills in both Japanese and English (business level).
 - Proficiency in Microsoft Office Suite and experience with CRM systems (e.g., Salesforce) is a plus.
 - A proactive attitude with the ability to work independently and collaboratively.
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Company Description

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