



JAC Recruitment

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United Kingdom



PR/117820 | Sales Administrator (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment UK

Job ID

1517691

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 17:00

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

ポジション名 : Sales Administrator (Japanese Speaking)

給与 : おおよそ GBP 30K

勤務地 : 南ロンドン

仕事内容:

- 顧客対応（電話・メール）
- 受注・発注業務
- 在庫管理

- 請求書・納品書の作成
- データ入力・管理
- その他、営業サポート業務全般

応募資格:

- 営業事務経験者優遇
- 基本的なPCスキル（Word, Excel, PowerPoint）
- コミュニケーション能力が高い方
- チームワークを大切にできる方

#citylondon

Company Description