

# Michael Page

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【Sales Associate】 Entry level position

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## Job Information

### Recruiter

[Michael Page](#)

### Job ID

1521327

### Industry

Software

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

4 million yen ~ 6.5 million yen

### Refreshed

February 7th, 2025 18:47

## General Requirements

### Career Level

Entry Level

### Minimum English Level

Business Level

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

No permission to work in Japan required

## Job Description

Join a high-performing team as a Sales Associate, providing essential support to sales managers and account executives. This role offers a pathway to grow into a full sales position.

### Client Details

A leader in financial technology, enabling secure, efficient transactions across global markets. With a strong track record of innovation, they offer a collaborative environment where you can develop your career in sales.

### Description

- Provide administrative support to Sales Managers and Account Executives.
- Compile and distribute client proposals.
- Screen phone calls and manage CRM data.
- Assist with RFP responses, event planning, and client meetings.
- Coordinate contract proposals with Legal and resolve billing issues with Finance.
- Handle sensitive and confidential information with discretion.

### Job Offer

- Gain hands-on experience in a dynamic financial technology environment.
- Opportunity for career growth and advancement into sales roles.
- Access to ongoing professional development and training.
- Collaborative and supportive team environment.
- Competitive salary and performance-based incentives.
- Exposure to high-profile clients and cutting-edge financial technology.
- Opportunities to work from home 1-2 times per week.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

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### Required Skills

- Bachelor's degree or equivalent experience.
  - 1+ years of administrative/business support experience is advantageous.
  - Proficient in Microsoft Office, with strong organizational and multitasking skills.
  - Native level Japanese and Business level English is required.
  - Self-motivated, customer-oriented, and able to work under pressure.
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### Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

URL: <https://www.michaelpage.co.jp/en>