



PR/086579 | Sales Assistant

Job Information

Recruiter

JAC Recruitment USA

Job ID

1521512

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

February 11th, 2025 10:28

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

Company and Job Overview

Major Japanese food corporation is seeking a sales assistant to join their team. The candidate plays a crucial role in supporting the sales team, ensuring a positive customer experience.

Job Responsibilities

- Customer interaction including answering questions about products and services
- Creates purchase orders, sends invoices and takes payments
- Assists with administrative tasks including market research and sales reports
- Inventory management

Job Requirements

- Bachelor's degree or equivalent combination of education and experience
- 1-2 years of office or related experience is a plus
- Japanese language skill set is a huge plus but not required
- Strong organizational and customer service skills

- Proficient in MS Office Suites

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Company Description