



PR/086594 | Inside Sales Representative

Job Information

Recruiter

JAC Recruitment USA

Job ID

1523514

Industry

Other (Consulting and Professional Services)

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

February 25th, 2025 10:34

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

Japanese manufacturing and distribution company (fire protection industry) is seeking an International Sales Representative to join their team! This position is responsible for processing orders received from customers, keeping inventories, keeping the daily A/R accounts status up to date, building and maintaining good relationships with customers, and introducing new products to increase sales from existing customers.

Job Duties:

- Handles order taking, processing, and invoicing
- Prepares shipping documents and schedules shipment pick-ups
- Enters new customer data and other sales data to accounting software
- Quotes prices and credit terms and prepares sales contracts for orders obtained

- Process credit applications received from customers to set up credit terms
- Reviews and manages A/R status and communicates with customers to collect pending payments
- Assists in issuing purchase orders and placing new orders for non-stock products

Qualifications/Skills:

- Bachelor's degree or equivalent combination of education and experience
- 3-5 years of office or related experience
- Accurate and detail oriented

- Excellent verbal and written communication skills

- Proficient with Microsoft Office Suite or related software

- Must be able to legally work in the U.S. without any visa support

#LI-JACUS

Company Description