



Inside Sales | 反響営業・問い合わせに対応 | 英語でのお問い合わせもある為、語学力必須

営業又はインサイドセールス経験がある方、英語を活かしたい方

Job Information

Hiring Company

Regus Japan K.K. (三菱地所グループ)

Job ID

1526600

Division

IST

Industry

Other (Real Estate, Construction)

Company Type

Large Company (more than 300 employees)

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Toei Oedo Line, Akabanebashi Station

Salary

4.5 million yen ~ 5 million yen

Refreshed

April 3rd, 2025 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

- Work towards both individual and team targets daily.
- Perform other duties and tasks as assigned.

- 新規お客様に対してお電話やTV電話、Eメールでのコミュニケーション。
- サービス内容の説明や契約手続きのご案内等
- 弊社ガイドラインとワークフローに乗り取り、成績指標（お客様満足度、生産性、契約数）に対しての効果的な業務の遂行
- 弊社システムへと正確なデータ入力
- 日々成績や作業効率を上昇させる為の努力

Key Responsibilities:

- Handle inbound calls and other methods of communication (e.g. online meeting,email) with new prospects to educate and inform customers about our products and help them select and sign up for the one that is right for them.
- Work efficiently and effectively in line with company procedures and guidelines, delivering good results against our key performance indicators (customer satisfaction, productivity and deal volume)
- Accurately record notes clearly in all relevant systems.
- Recommend improvements that will positively impact sales and efficiency.
- Perform other duties as assigned

Required Skills**必須条件**

- 2年以上の社会人経験
- 電話にてお客様と正確に、素早くコミュニケーションが取れるスキル
- 営業又はインサイドセールス経験：1年以上
- 「チーム」という環境で働ける方
- ネイティブレベルの日本語力（国籍は問わないため）
- TOEIC 800同等以上の英語能力（英語力については直接面接で確認いたします）

尚可条件：顧客情報管理システム等への理解

求める人物像

- 高い生産性とモチベーションを保つ能力
- 営業結果に対して責任を負う姿勢
- 全てに対して前向きな姿勢。「できる」というマインドセット

Nececity skills

- 2 years+ customer facing experience
- Professional and clear communication skills with the ability to build rapport with a customer quickly over the phone. (Excellent telephone demeanor).
- Works well in a team environment.
- Language required: Native Level Japanese, Business Level English(TOEIC 800 level)
※We don't care about nationality.

Desired skill : Familiarity with CRM systems a plus.

Human skill

- 'Can-do' attitude; demonstrates positive attitude toward others; will assist in all areas as needed.
- Maintains high productivity/high energy level.
- Willingness to go beyond the job description to meet business goals.

Company Description